

Qualicum Bay Horne Lake Water District Annual Report 2016

About the District

Qualicum Bay Horne Lake Water District Board of Trustees:

Beverley Allen

Jeff Cain

Irene Doyle

Keith Nickerson

Suzy Parkin

Gordon Braithwaite(*deceased*)

Ken Traynor (*currently serving as Chair, as elected by the board of trustees.*)

Monthly board meetings are held the 3rd Wednesday of each month at the Qualicum Bay Horne Lake Water District Office at 1:00 pm. Public are welcome to attend. For upcoming dates, please check at the office or visit our website at: www.qbhlwater.ca

In addition to the monthly board meetings, there are select committees that meet throughout the year on an as-needed basis. Committees provide advice and recommendations to the board of trustees – it is up to the board to take action or make a decision. Select committees are established to consider or inquire into a specific matter.

Current select committees are:

- Bylaw Committee and Budget Committee

History

The Qualicum Bay Horne Water District was incorporated under the Water Act in 1968 and is an Improvement District as defined under the Local Government Act. The District's Letters patent define a mandate to acquire, maintain and operate works for water supply and distribution and all matters incidental.

Water supply is currently provided by three wells located on Horne Lake Road. These wells tap the Quadra Sands Aquifer and provide high yield and good quality water which is good for human consumption without treatment. The high iron and manganese content is an ongoing concern. Two above-ground bolted steel tanks hold a volume of 110,000 lga each. The system on average produces a pressure of 70 psi. The concrete reservoir was decommissioned in 2015.

The QBHL Water system was constructed in phases with the original lines built in the late 1960s. The current water system has approximately 17,550 meters of distribution main, which is generally linear. The average house uses about 85 gal/day

A SCADA system was put in place, in 2015, at the reservoir site. (*supervisory control and data acquisition*) a computer system for gathering and analyzing real time data. A SCADA system gathers information, such as water levels, sending out alarms when the levels are low, and displaying the information in a logical and organized fashion.

In 2015 the bylaw committee worked on updating the Capital Expenditure (CEC) Bylaw – last updated 1981 – The CEC bylaw is to fairly distribute the cost of the water system infrastructure between existing properties and new development. Property Owners who create the extra demand for service contribute money to a fund for the construction of new capital works in the form of the charge. The Ministry of Community Development required the district to lay out a five year plan to register this bylaw.

Administration

The Administrator is responsible for the overall administration of the District. The Administrator acts as both the Corporate Officer and Financial Officer as established by Bylaw No. 108 “Officer Position Establishment Bylaw”.

Corporate administration includes the following:

- preparing accurate meeting minutes of the board of trustees and its committees and ensuring the safe keeping of minutes, bylaws, and other improvement district records;
- providing access to all improvement districts records as required by law or authorized by the board of trustees;
- signing and certifying copies of bylaws and other documents as required or requested;
- accepting, on behalf of the improvement district or the board of trustees, notices and documents given or provided to the improvement district or the board of trustees; and
- keeping the improvement district seal and having it affixed to documents as required.

Financial administration includes the following:

- levying taxes, water tolls and other charges;
- receiving all monies paid to the improvement district;
- keeping all funds and securities of the improvement district;
- expending and disbursing money in the manner authorized by the board of trustees;
- investing funds in investments under section 745(4) of the Local Government Act;
- preparing, maintaining and keeping safe the accurate records and full accounts of the improvement district’s financial affairs;
- compiling and supplying information on the financial affairs of the improvement district required by the Inspector of Municipalities; and reviewing and preparing annual budgets with Finance Committee and fulfilling
- Financial year end auditor’s requirements.

QBHLWD 2015 YEAR IN BRIEF

- Don Buchner was contracted for maintenance duties. Don brings a wealth of skills and experience, an excellent working relationship with Island Health, a willingness to experiment and learn with a positive attitude. Don Buchner has done an excellent job with repairs, maintenance and upgrades to our system over the past year. We have extended his contract and look forward to working with him in the future.
- Ken Traynor was elected as chairman of the QBHLWD board. Newcomer Jeff Cain also joins the board. Both trustees bring business skills and experience which will be invaluable as the board faces the mounting challenges of providing a safe, affordable and reliable source of untreated water.
- QBHLWD launches new website www.qbhlwater.ca a source of information regarding your water system, its history, bylaws, meeting minutes, billing and rates, water quality reports, usage and conservation methods.
- Completed Phase 1 replacement of 40 year old water meters with radio read technology which will provide more accurate readings and information about water usage.
- Created an Asset Management Plan which allows us to plan for infrastructure replacement.
- Development of a long term budget that will guide us in the setting of tolls and parcel taxes in order to help finance the infrastructure replacement.
- “Facelift” at the reservoir site: brush cut back and removed, buildings repaired and painted and identification sign installed.
- Sadness for the passing of long-time board member Gordon Braithwaite. His knowledge, quiet confidence and subtle humour will be greatly missed.
- The drought of summer 2015 brought some new concerns to light; Quantity of water was not the problem but maintaining quality with higher water temperatures, manganese deposits and aging water mains proved a challenge.
- Continually looking for ways and means to streamline operating expenses; in 2015 we reduced billing cycles from 6 per year to 4 (quarterly) eliminating the time, materials and postage for 2 mailings.

WHAT TO EXPECT IN 2016

- The world's most important resource is also the most overlooked. Although it covers 71% of the earth's surface and there is overwhelming need and demand - clean potable WATER is extremely rare and in short supply. In 2016 we will engage with our community through meetings, newsletters, attendance at community events and our website regarding the increased challenges facing our water supply. The more you know the better you can assist and support our efforts.
- Replacement of water mains along Leon and Kenmuir Roads. Our engineers prioritized this project based on both the age and small (100mm/5") diameter of the water main. Upgrading to a (200mm/10") main will improve supply to the south end of the system and provide sufficient flow for firefighting.
- Increases to tolls and parcel taxes in order to be able to finance current and future infrastructure replacement.
- Water Sustainability Act comes into force in early 2016. The proposed new Act will respond to current and future pressures on water including a growing population, a changing climate and expanding resource development. Under the new Act, government will manage surface and groundwater as one resource. The initial priority is to update regulations related to core activities including authorizing water use, water fees and rentals and regulations needed to authorize and manage groundwater use.
- Wellhead protection plan. The district is embarking on a well head protection plan, as required by Island Health. The wellhead protection plan is a tool used for not only wellhead protection but watershed protection. A wellhead is the physical structure of the well above ground. A wellhead protection area is the area around a wellhead where land use activities have the potential to affect the quality and quantity of water that flows into the well.