

## Meeting Minutes

### Lyall Harbour Boot Cove Water Local Service Committee

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Thursday, November 13, 2025

2:00 PM

Goldstream Conference Room  
479 Island Hwy  
Victoria BC V9B 1H7

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**PRESENT:**

A. Olsen (Chair), J. Money (Vice Chair), P. Brent (EA Director), J. Crerar, T. McLeod (EP)

**STAFF:** S. Henderson, General Manager, Electoral Area Services (EP); J. Dales, Senior Manager, Wastewater Infrastructure Operations; J. Starke, Senior Manager, Southern Gulf Islands Administration (EP); J. Kelly, Manager, IWS Capital Projects; C. Moch, Manager, Water Quality Operations; L. Xu, Manager, Local Services and Corporate Grants; K. Vincent, Senior Financial Advisor, Local Services; M. Lagoa, Manager, Legislative Services and Deputy Corporate Officer; M. MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

The meeting was called to order at 2:01 pm.

#### 1. Territorial Acknowledgement

Chair Olsen provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by P. Brent, **SECONDED** by J. Crerar,  
That the agenda of the Lyall Harbour/Boot Cove Water Local Service Committee meeting of November 13, 2025 be amended to add Item 8.1. Discussion on non-paying water users, and that the agenda be approved as amended.  
**CARRIED**

#### 3. Adoption of Minutes

- 3.1. [25-1184](#) Minutes of the Lyall Harbour/Boot Cove Water Local Service Committee of June 10, 2025

**MOVED** by J. Crerar, **SECONDED** by P. Brent,  
That the minutes of the Lyall Harbour/Boot Cove Water Local Service Committee meeting of June 10, 2025 be adopted as circulated.  
**CARRIED**

#### 4. Chair's Remarks

Chair Olsen expressed appreciation for recent staff efforts to organize and execute the recent petition meeting on Saturna Island.

## 5. Presentations/Delegations

### 5.1. Presentations

There were no presentations.

### 5.2. Delegations

- 5.2.1. [25-1217](#) Delegation - Peter Clark; Representing Saturna Island Fire Protection Society: Re: Agenda Item 6.3.. Capital Projects and Operational Update - November 2025

P. Clark spoke to Item 6.3.

**MOVED by J. Money, SECONDED by P. Brent,  
That the rules of procedure be temporarily suspended to allow for discussion  
with the delegate.  
CARRIED**

Discussion ensued regarding:

- the system is limited by the small size of the water main
- location of storage tank, filtration plant and potential raw water
- timeline and funding required to supply the request
- alternate options that may be suitable

## 6. Commission Business

- 6.1. [25-1139](#) Senior Manager's Verbal Update

J. Dales and C. Moch presented Item 6.1. and noted that water conservation signage is complete and that going forward Electoral Area Services staff will be supporting the committee.

**6.2.**      [25-1042](#)      Lyall Harbour/Boot Cove Water Service 2026 Operating and Capital Budget

J. Dales and L. Xu presented Item 6.2.

Discussion ensued regarding:

- tax exemption status of some folios through BC Assessment
- current operating and reserve fund balances
- planned capital projects will use most of the reserve fund
- financially prudent to increase the transfer to the reserve fund

**MOVED by A. Olsen, SECONDED by J. Money,**

**That the Lyall Harbour/Boot Cove Water Local Service Committee direct staff to increase the transfer to the Capital Reserve Fund by increasing the increase to the user fee from 7% – 9% and the requisition fee from 10.4% to 14.7%.**

**CARRIED**

**MOVED by J. Crerar, SECONDED by J. Money,**

**That the Lyall Harbour/Boot Cove Water Local Service Committee recommends that Electoral Areas Committee recommend that the Capital Regional District Board approve the 2026 Operating and Capital Budget and the Five-Year Financial Plan for the Lyall Harbour/Boot Cove Water Service as amended.**

**CARRIED**

**6.3.**      [25-1144](#)      Capital Projects and Operational Update - November 2025

J. Kelly, J. Dales, C. Moch presented Item 6.3. for information.

Discussion ensued regarding:

- level logging device installed to monitor the level of the well
- grant opportunities are being explored where applicable
- tender next year, late summer/early fall for installation
- committee preference for multiple smaller contracts
- feasibility of breaking up contracts into smaller components
- opportunities to incentivise local contractors
- source water compliance requirements

**7. Notice(s) of Motion**

There were no notice(s) of motion.

**8. New Business**

### **8.1. Discussion on non-paying water users**

Chair Olsen noted that some properties within the system are exempt from paying tax, which includes the water tax.

L. Xu noted that tax exemptions are determined by the Province, however any property that is connected and using water must pay the water usage charge. S. Henderson and L. Xu were provided a list to ensure that the properties are being billed for usage as noted.

S. Henderson thanked committee members for their assistance with the petition process, including spreading awareness and gaining support for the project.

### **9. Adjournment**

**MOVED by A. Olsen, SECONDED by J. Money,  
That the Lyall Harbour/Boot Cove Water Local Service Committee meeting of  
November 13, 2025 be adjourned at 3:39 pm.  
CARRIED**

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Chair

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Recorder