



Making a difference...together

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE LYALL HARBOUR/BOOT COVE WATER LOCAL SERVICE COMMITTEE held Monday, November 23, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC**

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**PRESENT:**    **Committee Members:** J. Crerar (Chair), J. Money, I. Rowe

**By WebEx:** M. Fry, J. Sabre-Makofka

**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Financial Services; C. Moch, Manager Water Quality Operations; Dale Puskas, Manager Capital Projects; S. Orr (recorder)

**By WebEx:** T. Duthie, Manager Administrative Services; D. Puskas, Manager Capital Projects

**REGRETS:**    D. Howe, Southern Gulf Islands Electoral Area Director

The meeting was called to order at 10:05 am.

**1.      APPROVAL OF RESOLUTION**

1. That this resolution applies to the Lyall Harbour/Boot Cove Water Local Service Committee for the meetings being held between July 1, 2020 and December 31, 2020.
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the *Public Health Act*, despite the best efforts of the Lyall Harbour/Boot Cove Water Local Service Committee, because:
  - a. The available meeting facilities cannot accommodate more than (8) people in person, including members of the Lyall Harbour/Boot Cove Water Local Service Committee and staff, and
  - b. There are no other facilities presently available that will allow physical attendance of the Lyall Harbour/Boot Cove Water Local Service Committee and the public in sufficient numbers; and
3. That the Lyall Harbour/Boot Cove Water Local Service Committee is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:
  - a. By allowing the public to hear or participate via teleconference or electronic meeting software,
  - b. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
  - c. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
  - d. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and

- e. By making the minutes of the meeting available on the CRD website following the meeting.

**MOVED** by J. Money, **SECONDED** by I. Rowe,  
That the Lyall Harbour/Boot Cove Water Local Service Committee adopt the resolution as presented.

**CARRIED**

**2. APPROVAL OF AGENDA**

**MOVED** by I. Rowe, **SECONDED** by J. Sabre-Makofka,  
That the agenda be approved.

**CARRIED**

**3. ADOPTION OF MINUTES OF ANNUAL GENERAL MEETING OF AUGUST 20, 2019**

**MOVED** by J. Sabre-Makofka, **SECONDED** by J. Money,  
That the minutes of the Annual General Meeting of August 20, 2019 be adopted as circulated.

**CARRIED**

**4. CHAIR'S REPORT**

The Chair provided the following report:

- Boil Water Advisories: Sept. to Nov. 2019 and Feb. to Mar. 2020.
- Turbidity research and consultation in early March 2020 on Saturna by Integrated Water Services Engineering Department.
- Initiation of an email users list for people (owners and residents) who are on the Lyall Harbour/Boot Cove (LHBC) Water System.
- COVID -19 restrictions in effect from mid-March, affecting initiation and time-line of some projects.
- Change in the protection of the watershed with 10 hectares dedicated to the needs of the LHBC water system, and 20 hectares devoted to a community park.
- The Chair thanked the following people for their dedication and commitment to the LHBC Water Local Service:
  - John Money for working with the Capital Regional District to transfer his land to be used as a park.
  - Electoral Area Director David Howe for support for the water system grant proposal.
  - Ben Mabberley and John Money for the donation of the heavy net debris barrier installation.
  - The anonymous donor for a financial gift to Saturna Island and to the water system.
  - Paul Brent, Chair of Parks and Recreation.
  - Integrated Water Services staff.

**5. APPOINTMENT OF COMMITTEE MEMBERS**

The Chair stated that there were two positions expiring on December 31, 2020 and that two nominations were received for a term beginning January 1, 2021 and expiring on December 31, 2022. The following nominations were received and agreed to stand:

- Jill Sabre-Makofka
- Ian Rowe

**MOVED** by J. Money, **SECONDED** by M. Fry,

That the Lyall Harbour/Boot Cove Water Local Service Committee direct staff to forward the names of the nominees to the Capital Regional District Board for appointment:

- Jill Sabre-Makofka
- Ian Rowe

**CARRIED**

**6. CORRESPONDENCE**

There was no correspondence.

**7. NEW BUSINESS**

There was no new business.

**8. ADJOURNMENT**

The meeting adjourned at 10:12 am.

**CARRIED**

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Chair

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Secretary



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**By WebEx:** M. Fry, J. Sabre-Makofka

**Staff:** I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Financial Services; C. Moch, Manager Water Quality Operations; S. Orr (recorder)

**By WebEx:** D. Puskas, Manager Capital Projects

**REGRETS:**    D. Howe, Southern Gulf Islands Electoral Area Director

The meeting was called to order at 10:13 am.

**1. ELECTION OF CHAIR**

Nominations were called for election of Chair for the Lyall Harbour Boot Cove Water Local Service Committee for a one-year term. Jeanne Crerar was nominated and agreed to stand. Nominations were called for two additional times, and hearing none, Jeanne Crerar was elected Chair by acclamation.

**2. APPROVAL OF AGENDA**

**MOVED** by J. Money, and **SECONDED** by I. Rowe,  
That the agenda be approved.

**CARRIED**

**3. ADOPTION OF MINUTES OF JUNE 19, 2020**

**MOVED** by J. Money, and **SECONDED** by M. Fry,  
That the minutes of June 19, 2020 be adopted.

**CARRIED**

**4. COMMITTEE BUSINESS**

**4.1 Money Lake Dam Geotechnical (Verbal Update)**

I. Jesney stated that a dam report was completed and will be circulated to the Committee. He stated that a grant application for \$1.16 Million dollars was submitted under the Investing in Canada Infrastructure Grant Program to address the dam improvement and water system requirements and anticipates the grant announcement to be made from the Provincial government in 2021.

Staff answered questions from the Committee regarding:

- Investing in Canada Infrastructure Grant Program
- Procurement process

- Dam safety
- Rock supply
- Water quality

The Committee thanked staff for the work on the grant application.

**5. 2021 OPERATING AND CAPITAL BUDGET**

M. McCrank introduced the 2021 Operating and Capital Budget report and provided an overview of the key factors influencing the budget as presented in the report.

Staff answered questions from the Committee regarding:

- Operations staffing
- Boil water advisory costs
- Safety costs
- Finishing filters
- Water testing
- Operating Reserve Funds balance
- Alternate Approval Process
- User charges

**MOVED** by I. Rowe, and **SECONDED** by J. Money,  
That the Lyall Harbour Boot Cove Water Local Service Committee:

1. Approve the 2021 Operating and Capital Budget, and recommend that the actual deficit in 2020 be carried forward to 2021 and balanced against the 2021 User Charge; and,
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and the five year Financial Plan for the Lyall Harbour/Boot Cove Water Service as presented.

**CARRIED**

**6. NEW BUSINESS**

Staff answered questions from the Committee regarding disinfection by-products.

**7. ADJOURNMENT**

**MOVED** by I. Rowe, and **SECONDED** by J. Money,  
That the meeting be adjourned at 11:30 am.

**CARRIED**

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Chair

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Secretary