

Meeting Minutes

Skana Water Service Committee

Tuesday, March 4, 2025

9:30 AM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

PRESENT:

P. Brent (EA Director), R. Anthony, M. Bentley, B. Hill (EP), W. Korol

Staff: T. Robbins, Chief Administrative Officer; A. Fraser, General Manager, Infrastructure and Water Services; Jason Dales, Senior Manager, Wastewater Infrastructure Operations; D. Robson, Manager, Saanich Peninsula Gulf Island Operations; J. Kelly, Manager, Capital Projects; C. Moch, Manager, Water Quality; Marlene Lagoa, Manager, Legislative Services and Deputy Corporate Officer; Denise Dionne, Manager, Business Support Services; Megan MacDonald, Legislative Services Coordinator (Recorder)

EP – Electronic Participation

The meeting was called to order at 9:30 am.

1. Territorial Acknowledgement

D. Robson provided a Territorial Acknowledgement.

2. Election of Chair

D. Robson called for nominations for the position of Chair of the Skana Water Service Committee for 2025.

R. Anthony nominated W. Korol. W. Korol accepted the nomination.

D. Robson called for nominations a second and third time.

Hearing no further nominations, D. Robson declared Warren Korol the Chair of the Skana Water Service Committee for 2025 by acclamation.

3. Election of Vice Chair

The Chair called for nominations for the position of Vice Chair of the Skana Water Service Committee for 2025.

M. Bentley nominated R. Anthony. R. Anthony accepted the nomination.

The Chair called for nominations a second and third time.

Hearing no further nominations, the Chair declared Robert Anthony the Vice Chair of the Skana Water Service Committee for 2025 by acclamation.

4. Approval of Agenda

MOVED by P. Brent, **SECONDED** by R. Anthony,
That the agenda be approved as amended with the addition of the following items:

- 10.1. Operational Communication and Notification Policy
- 10.2. Water Conservation Policy
- 10.3. History of Leaks and Calculation of Rolling Averages

CARRIED

5. Adoption of Minutes

5.1. [25-0226](#) Minutes of the Skana Water Service Committee Meeting of October 31, 2024

MOVED by W. Korol, **SECONDED** by P. Brent,
That the minutes of the Skana Water Service Committee meeting of October 31, 2024 be adopted.

MOVED by W. Korol, **SECONDED** by R. Anthony,
That the minutes be amended by attaching the Chairs Remarks.
CARRIED

MOVED by W. Korol, **SECONDED** by R. Anthony,
That the minutes be amended by removing the following sentence from Item 4. "Director Brent suggested that the committee could hold an informal meeting with the community, similar to other small water systems, to keep the water system users informed." and replacing it with "The Committee requested Infrastructure and Water Services (IWS) hold a community engagement meeting. Director Brent offered to set up an informal meeting with the community and one IWS staff member attending either virtually or in person."
CARRIED

MOVED by W. Korol, **SECONDED** by R. Anthony,
That the minutes be amended by removing the following bullet from Item 6. "The Committee wants a minimum of three water conservation signs installed in the community." and replacing it with "The Committee advised more than one sign is needed, possibly up to three, to reach all members of the system."
CARRIED

MOVED by W. Korol, **SECONDED** by R. Anthony,
That the minutes be amended by adding the following to the end of the last sentence under Item 7.1. Project 24-02 Storage Tank Options Assessment "and this is not followed consistently and will be followed more consistently in future."

MOVED by P. Brent, **SECONDED** by W. Korol,
That the minutes be amended by removing the following sentence from Item 7.1. Decommissioning Unused Wells "A right-of-way is in place for CRD-owned wells."
CARRIED

MOVED by W. Korol, SECONDED by R. Anthony,
That the minutes be amended by adding the following sentence to the end of the first paragraph on Item 7.3."The Committee requested that the budget more clearly state the date the estimated year end totals were calculated."
CARRIED

The question was called on the main motion as amended.

That the minutes of the Skana Water Service Committee meeting of October 31, 2024 be adopted as amended.
CARRIED

6. Chair's Remarks

The Chair thanked staff for being present at the meeting and working towards the shared goal of a safe, reliable and cost effective water service for all users.

7. Presentations/Delegations

There were no presentations or delegations.

8. Commission Business

8.1. [25-0228](#) Senior Manager's Verbal Update

A. Fraser presented Item 7.1. and provided information related to upcoming Water Conservation Bylaw amendments, water conservation signage, communication tools and emergency notification procedures.

Discussion ensued regarding:

- approval procedure for bylaw amendments
- water shortage concerns
- financial implications of purchasing additional water to support the system
- request for more restrictive water conservation in the service area

MOVED by W. Korol, SECONDED by R. Anthony,
That Committee members will provide feedback to the Electoral Area Director on the proposed Water Conservation Bylaw Amendment by Tuesday March 11, 2025, and that the Chair will consider registering as a delegation to the Electoral Areas Committee when this Bylaw is considered.
CARRIED

Discussion continued regarding:

- proposed water conservation signage on Waugh Road
- a grant received by the CRD provides funding for the installation of one sign
- potential for additional signage funding in the Capital Plan for next year

MOVED by W. Korol, SECONDED by P. Brent,
That the committee request the intersection of Georgina Point Road and Waugh Road be investigated as a possible sign location.
CARRIED

8.2. [25-0215](#) Capital Projects and Operational Update - March 2025

J. Kelly and D. Robson presented item 7.2. for information.

Discussion ensued regarding:

- potential for refurbishment of the existing water storage tanks
- clarification on the various options for storage tank replacement
- water colour and quality during periods of high consumption
- process to obtain funding for required capital works
- community consultation opportunities and consent requirements for borrowing once the project scope is finalized

MOVED by W. Korol, SECONDED by P. Brent,

Regarding the storage tank options assessment for final issue, the Skana Water Service Committee requests that:

- 1. A definitive statement be included on the refurbishment of existing water storage tanks;**
- 2. Wording is clarified to talk about the difference in volume/capacity between large single tank and the two other options;**
- 3. The life cycle analysis be reconsidered for differences in capital, installation and transportation costs of the tanks on different replacement frequencies; and**
- 4. Staff report back on the funding mechanism, electoral consent options and schedule for the work at the June meeting.**

CARRIED

9. Notice(s) of Motion

There were no notice(s) of motion.

10. New Business**10.1. Operational Communication and Notification Policy**

Committee members developed a suggested Operational Communication and Notifications Policy to improve system specific information to users of the water service. The Chair introduced the suggested Policy.

The Chief Administrative Officer clarified that the Committee does not have authority to develop or approve CRD policies. System specific policies would be a challenge administratively and concerns were raised about privacy legislation and the management of personal information.

Discussion ensued regarding:

- limitations of the Public Alert Notification System (PANS)
- methods of delivering notification
- notification procedures, including community notices and door to door delivery
- water conservation efforts and applicable fines for bylaw infractions
- standard operating procedures during drought
- staff capacity while balancing multiple projects and timelines

MOVED by W. Korol, SECONDED by R. Anthony,
The Skana Water Service Committee request that staff provide a report that outlines the operational implementation options and associated costs that address the desired outcomes of the suggested Operational Communication and Notifications Policy.

CARRIED

10.2. Water Conservation Policy

Committee members developed a suggested Skana Water Conservation Policy to improve water conservation efforts in the service area. The Chair introduced the suggested policy and clarified that system specific restrictions are being requested due to elevated concerns.

A. Fraser requested that committee members review the Water Conservation Bylaw Amendment and make recommendations to the Electoral Areas Committee for consideration.

10.3. History of Leaks and Calculation of Rolling Averages

The Chair spoke to recent leaks during a cold weather event and rolling averages of water quality testing. He noted the importance of educating owners that water meters and valves should not be altered.

Discussion ensued regarding:

- procedure for determining possible water leaks
- accessibility of the water shut off valve to residents
- difficulty finding water shut-off valves during snow
- disinfection byproducts and seasonal fluctuations
- water quality testing frequency and regulations

11. Adjournment

MOVED by R. Anthony, SECONDED by P. Brent,
That the Skana Water Service Committee Meeting of March 4, 2025 be adjourned at 12:12 pm.

CARRIED

Chair

Recorder