

Meeting Minutes

Skana Water Service Committee

Thursday, October 23, 2025

9:30 AM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

PRESENT:

P. Brent (Acting Chair) (EA Director), R. Anthony (Vice Chair) (EP), W. Korol (Chair) (EP)

STAFF: J. Dales, Senior Manager, Wastewater Infrastructure Operations; J. Starke, Senior Manager, Southern Gulf Islands Administration; D. Robson, Manager, Saanich Peninsula Gulf Island Operations; J. Kelly, Manager, IWS Capital Projects; L. Xu, Manager, Local Services and Corporate Grants Corporate Services; M. Lagoa, Deputy Corporate Officer (EP); M. MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

Regrets: B. Hill

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

1. Territorial Acknowledgement

Acting Chair Brent provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by W. Korol, **SECONDED** by R. Anthony,

1. That the agenda for the Skana Water Service Committee of October 23, 2025 be approved as amended by adding the following items under 8. New Business:

- 8.1. Petition Results;
- 8.2. Committee Member Vacancy;
- 8.3. Suggested Communication and Notification Policy;
- 8.4. Water Conservation Bylaw Stages; and
- 8.5. Electronic Meeting Attendance; and

2. That Items 8.1. and 8.2. be considered after Item 3.1. and before Item 4.

CARRIED

3. Adoption of Minutes

- 3.1. [25-0720](#) Minutes of the Skana Water Service Committee meetings of March 4, 2025 and June 13, 2025

MOVED by W. Korol, **SECONDED** by R. Anthony,
That the minutes of the Skana Water Service Committee meeting of March 4, 2025 be adopted as amended:

- Item 6., adding the words "cost-effective" between "safe" and "reliable";
- Item 8.1, replace "Item 7.1." with "Item 8.1."; and
- Item 8.2, replace "Item 7.2." with "Item 8.2."

CARRIED

MOVED by W. Korol, **SECONDED** by P. Brent,
That the minutes of the Skana Water Service Committee meeting of June 13, 2025 be adopted as circulated.

CARRIED

8. New Business

8.1. Petition Results

D. Robson and M. Lagoa provided an update regarding the unofficial results of the petition to authorize borrowing for system repairs. While the results were not yet officially certified, the criteria for a successful petition were not met.

Discussion ensued regarding the process to notify customers of the water system.

8.2. Committee Member Vacancy

Acting Chair Brent spoke to the recent membership vacancy as well as the annual nomination and appointment procedure. Committee members were invited to assist recruitment by encouraging community members to submit nominations once the vacancies are posted.

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Commission Business

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

D. Robson presented Item 6.1. and advised that discussion of petition results and the communication plan are in other sections of the agenda and that there were no other updates.

6.2. [25-1039](#) Skana Water Service 2026 Operating and Capital Budget

D. Robson and L. Xu presented Item 6.2.

Discussion ensued regarding:

- the proposed budget included scenarios based on obtaining authorization to borrow funds, budget amendments must be made as the debt will not be incurred
- reserve transfers are set per budget guidelines
- important to balance affordability while ensuring sustainable service delivery
- the 2025 budget ran a deficient, caused by emergency repair costs
- funding requirements for future tank replacement and potential for a grant
- tank failure would require emergency response, necessitating short term borrowing
- potential for more frequent tank inspections to observe potential degradation
- focus on building the capital reserve to reduce potential borrowing in the future
- budget item for system specific water conservation measure is not supportable by staff and will be removed

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

That the Skana Water Service Committee recommends that Electoral Areas Committee recommend that the Capital Regional District Board amend the 2026 Operating and Capital Budget by:

- removing the ongoing cost of \$3,000 for Water Conservation;
 - simulated Municipal Finance Authority (MFA) Debt servicing costs to be transferred to capital reserve fund in 2026 through 2030;
- and amend the Five-Year Financial Plan with the following changes:**
- 18-01: change Debt to Grant;
 - 18-01: change 2026/2027 to 2027/2028;
 - 26-01: change project funding from debt to capital reserve, spreading the cost over two years with \$20,000 for 2026 and \$45,000 for 2027;
- and approve the 2026 Operating and Capital Budget and the Five-Year Financial Plan for the Skana Water Service as amended.**

CARRIED

6.3. [25-1135](#) Capital Projects and Operational Update - October 2025

J. Kelly and D. Robson provided Item 6.3. for information.

Discussion ensued regarding:

- committee appreciation for installation of water conservation signage
- emergency pump replacement

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

8.3. Suggested Communication and Notification Policy

D. Robson spoke to Item 8.3. and noted that updates to communication plan across smaller water services are ongoing.

Committee requested additional information related to the communication plan in future.

8.4. Water Conservation Bylaw Stages

Chair W. Korol spoke to Item 8.4., and noted that having system specific regulations would be an expense to the service.

Discussion ensued resulting in committee consensus that members would prefer not to fund specific changes to the Bylaw to better suit the needs of the community.

8.5. Electronic Meeting Attendance

M. Lagoa provided clarification of procedures related to hybrid and electronic meetings.

9. Adjournment

**MOVED by W. Korol, SECONDED by P. Brent,
That the Skana Water Service Committee meeting of October 23, 2025 be
adjourned at 11:56 am.
CARRIED**

Chair

Recorder