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Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Skana Water Service Committee

Friday, June 13, 2025 | **9:30 AM** | **Goldstream Conference Room, 479 Island Hwy, Victoria BC V9B 1H7**

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

STAFF: S. Henderson, General Manager, Electoral Area Services (EP); J. Marr, Senior Manager, Infrastructure Engineering; J. Starke, Senior Manager, Southern Gulf Islands Administration (EP); J. Kelly, Manger, Capital Projects; C. Moch, Manager, Water Quality; D. Robson, Manager, Saanich Peninsula Gulf Island Operations; L. Xu, Manager, Local Services and Corporate Grants; M. Lagoa, Deputy Corporate Officer (EP); Megan MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

Regrets: M. Bentley, B. Hill

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

1. Territorial Acknowledgement

D. Robson provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by W. Korol, SECONDED by P. Brent,
That the agenda for the Skana Water Service Committee meeting of June 13, 2025 be approved as amended to first consider Appendix A of Item 6.3., followed by Item 6.4., and then all remaining items in the order presented.
CARRIED

6.3. 25-0668 Capital Projects and Operational Update - June 2025

J. Kelly presented Appendix A of Item 6.3. for information.

Discussion ensured regarding:
- refurbishment of existing tanks is not advisable
- request for further information about a poly tank replacement option

6.4. 25-0678 Capital Projects Requiring Funding - Potential Funding Options and Cost Implications

J. Marr presented Item 6.4..

Discussion ensued regarding:
- approximate cost per property
- information sent to owners will include Frequently Asked Questions (FAQ)
- projects will be presented to the committee in the Capital Plan
- the risk of failure and emergency repair costs increase over time
- staff to set up community information session
- secured loan authorization borrowing would benefit future grant applications
- grant application in 2023 was unsuccessful due to lack of approved borrowing

MOVED by W. Korol, SECONDED by P. Brent,
1. That the petition process be initiated to borrow up to $1,100,000 over 25 years debt term to complete the capital improvement projects following a community engagement meeting.
2. If the petition process is successful, that a loan authorization bylaw be advanced to the Electoral Areas Committee and Capital Regional District Board for readings and adoption; and
3. That staff complete the remaining steps required to secure the funds and begin the projects.
CARRIED

P. Brent left the meeting at 10:16 am.

9. Adjournment

The Skana Water Service Committee meeting of June 13, 2025 was adjourned at 10:16 am due to a lack of quorum.
CARRIED

3. Adoption of Minutes

3.1. 25-0720 Minutes of the Skana Water Service Committee meeting of March 4, 2025

Due to a lack of quorum, this item was postponed to the next meeting.

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Commission Business

6.1. 25-0650 Senior Manager's Verbal Update

D. Robson presented Item 6.1. for information, introduced new staff support personnel and provided information on the involvement of new Electoral Areas Services department.

Discussion ensued regarding:
- local area considerations for water restrictions
- committee request to implement stage three water restrictions
- water conservation signage installation later this year

6.2. 25-0644 2024 Annual Report

D. Robson presented Item 6.2. for information.

6.3. 25-0668 Capital Projects and Operational Update - June 2025

Discussion resumed on Item 6.3. regarding:
- funding is required to obtain preliminary cost estimates for capital projects
- request to review the water shut-off requirements of unoccupied properties

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

Chair Korol requested that the Committee suggestions related to the Water Conservation Bylaw and the notification procedures be discussed.

8.1. Suggestion Regarding Water Conservation Bylaw

Chair Korol requested an update on incorporating the Committee's suggestions in the Water Conservation Bylaw. S. Henderson will provide details in future.

8.2. Suggested Communication and Notification Updates

Chair Korol spoke to the committee request for new communication procedures.

Discussion ensued regarding:
- request for clarification on policies
- committee cannot provide operational direction
- staff will provide additional information at a future meeting

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Chair

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Recorder