

Notice of Meeting and Meeting Agenda

Lyall Harbour Boot Cove Water Local Service Committee

Wednesday, February 26, 2025

2:00 PM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

Members of the public can watch the live meeting via MS Teams link: [Click here](#)

Audio and video is disabled

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

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Territorial Acknowledgement

2. Election of Chair

3. Election of Vice Chair

4. Approval of Agenda

5. Adoption of Minutes

5.1. [25-0192](#) Minutes of the Lyall Harbour/Boot Cove Water Local Service Committee of November 14, 2024

Recommendation: That the minutes of the Lyall Harbour/Boot Cove Water Local Service Committee meeting of November 14, 2024 be adopted as circulated.

Attachments: [Minutes - November 14, 2024](#)

6. Chair's Remarks

7. Presentations/Delegations

The public are welcome to attend CRD meetings in-person.

Delegations will have the option to participate electronically. Please complete the online application at www.crd.bc.ca/address no later than 4:30 pm two days before the meeting and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the Committee at legserv@crd.bc.ca.

8. Committee Business

8.1. [25-0204](#) Senior Manager's Verbal Update

Recommendation: There is no recommendation. This verbal update is for information only.

8.2. [25-0175](#) Capital Projects and Operational Update - February 2025

Recommendation: There is no recommendation. This report is for information only.

Attachments: [Staff Report: Capital Projects and Operations Update - February 2025](#)

9. Notice(s) of Motion

10. New Business

11. Adjournment

The next meeting is at the call of the Chair.

To ensure quorum, please advise Megan MacDonald(mmmacdonald@crd.bc.ca) if you or your alternate cannot attend.



Making a difference...together

MINUTES OF A MEETING OF THE Lyall Harbour Boot Cove Water Local Service Committee, held Thursday, November 14, 2024 at 9:30 a.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: A. Olsen (Chair); J. Crerar; P. Brent (EA Director) (EP); T. McLeod (EP)

Staff: J. Marr, Senior Manager, Infrastructure Planning & Engineering; D. Robson, Manager, Saanich Peninsula & Gulf Island Operations; J. Kelly, Manager, Capital Projects; C. Moch, Manager, Water Quality; L. Xu, Manager, Local Services & Corporate Grants; K. Vincent, Senior Financial Advisor (EP); D. Dionne (Recorder)

REGRETS: I. Rowe

EP = Electronic Participation

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

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided the Territorial Acknowledgement.

2. APPROVAL OF AGENDA

MOVED by P. Brent, **SECONDED** by T. McLeod,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES

MOVED by P. Brent, **SECONDED** by T. McLeod,
That the minutes of the June 27, 2024 Lyall Harbour Boot Cove Water Local Service Committee meeting be adopted.

CARRIED

4. CHAIR'S REMARKS

The Chair made no remarks.

5. PRESENTATIONS/DELEGATIONS

There were none.

6. SENIOR MANAGER'S REPORT

J. Marr provided the following updates:

- Private property winterization. The Capital Regional District (CRD) is running a campaign to inform homeowners within small water systems the benefits of winterizing their properties to prevent leaks during the cold season. Information has been shared on social media platforms and on the respective CRD Drinking Water Systems webpages.

- Grant application for water conservation signage. CRD was successful in receiving a grant from the Union of British Columbia Municipalities for permanent water conservation signage. The signage will display current water restriction levels and will be installed in the community, replacing the current sandwich boards. It is anticipated that there will be no cost to the service for the signs or installation.

7. COMMITTEE BUSINESS

7.1. 2025 Operating and Capital Budget

J. Marr introduced item 7.1. and provided an overview of the 5-year capital plan.

Discussion ensued and staff responded to questions from the Committee regarding:

- **Alternative approval process (AAP) funding:** Staff advised the AAP is to be funded through the Capital Reserve Fund for \$20,000 in 2025. The AAP is required in order to obtain electoral input for the borrowing strategy.
- **Culvert work on Harris Road:** Staff advised that the Ministry of Transportation and Infrastructure (MoTI) are completing the culvert work on Harris Road. Staff noted while MoTI is completing the work, CRD will pay for a portion of the culvert.
- **Well assessment timeline:** Staff advised that as soon as funding is in place, work for the well assessment will commence.
- **Supply line upgrades (Project 22-01):** Staff recommended increasing the size of the existing line to improve water flow, which will enhance water quality. The associated costs will be covered under the AAP. Once funding is secured, the project may commence earlier.
- **Annual cost for debt servicing:** L. Xu directed the committee to the simulation on page 9 of the agenda package. The cost is approximately \$30,000 which is roughly one third of the full amount. Staff anticipate that the borrowing rate will decrease by the time of borrowing.

MOVED by T. McLeod, **SECONDED** by P. Brent,

1. That the 2025 operating and capital budget for Lyall Harbour/Boot Cove Water Service be approved as presented and that the 2024 actual operating deficit be balanced on the 2024 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund); and
2. That the Lyall Harbour/Boot Cove Water Local Service Committee recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2025 Operating and Capital Budget and the five-year Financial Plan for the Lyall Harbour/Boot Cove Water Service as presented.

CARRIED

7.2. Capital Project Status Reports and Operational Updates – November 2024

J. Kelly introduced the report and provided an update on capital projects.

Discussion took place regarding the potential of upgrading the current water treatment. Staff advised that the intent is that the ground water source will be good quality and will not require upgrading the water treatment. If the water quality is insufficient resulting in boil water advisories (BWA's), Island Health may provide a compliance order. Discussion ensued regarding BWA's.

J. Dales provided an update on water operations.

The report was received for information.

8. CORRESPONDENCE

There was none.

9. NEW BUSINESS

The Committee inquired about the location of the four new connections to the Lyall Harbour/Boot Cove Water System. Staff responded that they would follow up on this request, as specific connection locations may not be disclosed due to privacy concerns.

Discussion ensued regarding implementing a water consumption rate to influence water conservation.

A discussion was held concerning the upcoming AAP and the significance of keeping the community informed. Staff indicated that the AAP process is expected to commence in the first quarter of the year and will be conducted in collaboration with CRD's Legislative Services department, however, a design assessment is necessary to determine the required borrowing amount.

10. ADJOURNMENT

MOVED by T. McLeod, **SECONDED** by J. Crerar,
That the November 14, 2024 Lyall Harbour Boot Cove Water Local Service Committee meeting be adjourned at 10:51 am.

CARRIED

CHAIR

SECRETARY

REPORT TO LYALL HARBOUR BOOT COVE WATER LOCAL SERVICE COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 26, 2025

SUBJECT Capital Projects and Operational Update – February 2025

ISSUE SUMMARY

To provide the Lyall Harbour/Boot Cove Water Local Service Committee with capital project status reports and operational updates.

BACKGROUND

The Lyall Harbour/Boot Cove Water System is located on the west side of Saturna Island in the Southern Gulf Islands Electoral Area and provides drinking water to approximately 166 single family equivalents. Capital Regional District (CRD) Infrastructure and Water Services is responsible for the overall operation of the water system with day-to-day operation, maintenance, design, and construction of water system facilities provided by the CRD Infrastructure, Planning and Engineering and Infrastructure Water Operations divisions. The quality of drinking water provided to customers in the Lyall Harbour / Boot Cove Water System is overseen by the CRD Water Quality division.

CAPITAL PROJECT UPDATE

19-04 | Alternative Approval Process

Project Description: Conduct public consultation and complete an Alternative Approval Process (AAP) or petition to assess public willingness to utilize debt to fund necessary capital upgrades for the water service.

Project Rationale: Multiple projects, including dam improvements and a future ground well suitability study are deemed necessary for the water service and Capital Reserves are insufficient to cover the capital costs.

With several unsuccessful grant funding attempts, an AAP or petition is proposed to obtain approval to take on debt to fund projects that are critical for the water service.

Project Update and Milestones:

- The AAP process has not progressed however, following the November 20, 2023 budget meeting, it was agreed that staff would initiate the process once some certainty around obtaining use of a well on private land was clear so that this potential water source could be factored into the future planning.
- Progress was made in 2024 regarding access to the private well. CRD has re-engaged Thurber Engineering and a Civil Engineering sub-consultant to further progress updating the design, quantities, and cost estimate for the dam improvements project (22-02) before CRD proceeds to consolidate all the works expected to require debt funding into a single AAP or petition, which is still targeted to commence in 2025.

22-02 | Dam Improvements & Regulatory Requirements

Project Description: Seismic reinforcement of Money Lake Dam based upon the 2016 Dam Safety Review (DSR). Includes seepage pit construction and Dam Safety Review.

Project Rationale: This is a continuation of project 18-03, where seismic reinforcement of the Money Lake Dam will commence. Funds are required to retain a contractor to undertake the works and retain a consultant to conduct the dam safety review.

Project Update and Milestones:

- Community Works Funds (CWF) were approved in 2021 for design work to start in 2022.
- Consultants engaged for DSR, design and construction services.
- Geotechnical Engineer (Thurber) has conducted more detailed 3D analysis of the dam to better assess seismic risks and are reviewing the results and recommendations with CRD.
- Geotechnical Engineer (Thurber) has drafted a downstream toe filter design memo to summarize recommendations.
- Assessment of constructability of recommendations resulted in concerns over funding availability to perform the complete works. CRD submitted an internal Growing Communities Fund (GCF) grant application for additional funding (in combination with works to develop a future well). At its September 13, 2023 meeting the CRD Board determined this grant to be unsuccessful.
- CRD will continue to pursue other grant opportunities but in the absence of grant funding, debt will need to be secured to carry out this work, as well as future additional work identified within the DSR.
- CRD's 2024 Action Planning memo was provided to commission for information.
- CRD working with Thurber in Q4 2024 into Q1 2025 to further develop the filter blanket design and pipe upgrades so that details are further advanced before proceeding to AAP or petition.

Milestone	Completion Date
CWF Approval	October 10, 2021
Consultant Contract Award	July 27, 2022
Consultant field investigation	August 31, 2022
Draft Dam Safety Review submission and CRD review meeting	Jan 27, 2023
Dam Safety Review Report - Final	March 15, 2023
Toe Filter Design Memo	March 27, 2023
Seismic Stability Assessment	April 21, 2023
Growing Communities Fund Grant Application – Not Approved	September 13, 2023
Action Planning Memo to address DSR items presented to Commission	June 27, 2024
50% design submission for filter blanket & pipe upgrades submitted for review.	Q1 2025 (scheduled)

OPERATIONAL UPDATE

This is an operational update reporting period from October 2024 through January 2025.

- Replacement of the upper treatment building forced air heating unit.

- Emergency responses to multiple SCADA communications failure events. Several hours completed troubleshooting the issue with the communications vendor. This is an ongoing issue and risk for the service as this has occurred several times.
- Emergency response to high turbidity events in October and late December. Operational management of the system, which included reducing water production flow rates and quick responses to high water use triggering leak detection efforts, has had a positive impact for the service. As a result, a boil water advisory was not issued for the system in 2024 or January 2025.
- Completed the annual formal safety inspections of all facilities.
- Continued monitoring of the reservoir leak since the cleaning of the water tank. Planning and preparation are underway for corrective maintenance to be completed in quarter two of this year.
- Continued response and effort during this reporting period related to leak detection due to high daily water production. Several properties were identified as having leaks. Water was turned off and residents were notified.
- Planning and preparation for the replacement of the water treatment plant filtration media continued. Filtration media sourcing challenges has resulted in procurement and expenses to be completed in the first quarter of 2025.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Jared Kelly, P.Eng., Manager, Capital Projects
Submitted by:	Dan Robson, A.Sc.T., Manager, Saanich Peninsula and Gulf Islands Operations
Concurrence:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Planning and Engineering
Concurrence:	Jason Dales, B.Sc., WD IV., Senior Manager, Wastewater Infrastructure Operations
Concurrence:	Alicia Fraser, P.Eng., General Manager, Infrastructure and Water Services