

Notice of Meeting and Meeting Agenda

Lyall Harbour Boot Cove Water Local Service Committee

Thursday, February 19, 2026

2:00 PM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

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

Alternatively, to hear the meeting via telephone:

Call: 1-877-567-6843 and enter the Participant Conference ID: 451 700 794#

P. Brent (EA Director), J. Crerar, C. Curwin, J. Money, T. McLeod

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. [26-0184](#) Minutes of the Lyall Harbour/Boot Cove Water Local Service Committee of November 13, 2025

Recommendation: That the minutes of the Lyall Harbour/Boot Cove Water Local Service Committee meeting of November 13, 2025 be adopted as circulated.

Attachments: [Minutes - November 13, 2025](#)

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.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. Commission Business

8.1. [26-0185](#) Senior Manager's Verbal Update - February

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

8.2. [26-0186](#) Committee Orientation

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

Attachments: [Presentation: LHBC Committee Orientation](#)

9. Notice(s) of Motion

10. New Business

11. Adjournment

The next meeting is June 18, 2026.

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

Meeting Minutes

Lyall Harbour Boot Cove Water Local Service Committee

Thursday, November 13, 2025

2:00 PM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

PRESENT:

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

STAFF: S. Henderson, General Manager, Electoral Area Services (EP); J. Dales, Senior Manager, Wastewater Infrastructure Operations; J. Starke, Senior Manager, Southern Gulf Islands Administration (EP); J. Kelly, Manager, IWS Capital Projects; C. Moch, Manager, Water Quality Operations; L. Xu, Manager, Local Services and Corporate Grants; K. Vincent, Senior Financial Advisor, Local Services; M. Lagoa, Manager, Legislative Services and Deputy Corporate Officer; M. MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

The meeting was called to order at 2:01 pm.

1. Territorial Acknowledgement

Chair Olsen provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by P. Brent, **SECONDED** by J. Crerar,
That the agenda of the Lyall Harbour/Boot Cove Water Local Service Committee meeting of November 13, 2025 be amended to add Item 8.1. Discussion on non-paying water users, and that the agenda be approved as amended.
CARRIED

3. Adoption of Minutes

- 3.1. [25-1184](#) Minutes of the Lyall Harbour/Boot Cove Water Local Service Committee of June 10, 2025

MOVED by J. Crerar, **SECONDED** by P. Brent,
That the minutes of the Lyall Harbour/Boot Cove Water Local Service Committee meeting of June 10, 2025 be adopted as circulated.
CARRIED

4. Chair's Remarks

Chair Olsen expressed appreciation for recent staff efforts to organize and execute the recent petition meeting on Saturna Island.

5. Presentations/Delegations

5.1. Presentations

There were no presentations.

5.2. Delegations

- 5.2.1. [25-1217](#) Delegation - Peter Clark; Representing Saturna Island Fire Protection Society: Re: Agenda Item 6.3.. Capital Projects and Operational Update - November 2025

P. Clark spoke to Item 6.3.

**MOVED by J. Money, SECONDED by P. Brent,
That the rules of procedure be temporarily suspended to allow for discussion
with the delegate.
CARRIED**

Discussion ensued regarding:

- the system is limited by the small size of the water main
- location of storage tank, filtration plant and potential raw water
- timeline and funding required to supply the request
- alternate options that may be suitable

6. Commission Business

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

J. Dales and C. Moch presented Item 6.1. and noted that water conservation signage is complete and that going forward Electoral Area Services staff will be supporting the committee.

6.2. [25-1042](#) Lyall Harbour/Boot Cove Water Service 2026 Operating and Capital Budget

J. Dales and L. Xu presented Item 6.2.

Discussion ensued regarding:

- tax exemption status of some folios through BC Assessment
- current operating and reserve fund balances
- planned capital projects will use most of the reserve fund
- financially prudent to increase the transfer to the reserve fund

MOVED by A. Olsen, SECONDED by J. Money,

That the Lyall Harbour/Boot Cove Water Local Service Committee direct staff to increase the transfer to the Capital Reserve Fund by increasing the increase to the user fee from 7% – 9% and the requisition fee from 10.4% to 14.7%.

CARRIED

MOVED by J. Crerar, SECONDED by J. Money,

That the Lyall Harbour/Boot Cove Water Local Service Committee recommends that Electoral Areas Committee recommend that the Capital Regional District Board approve the 2026 Operating and Capital Budget and the Five-Year Financial Plan for the Lyall Harbour/Boot Cove Water Service as amended.

CARRIED

6.3. [25-1144](#) Capital Projects and Operational Update - November 2025

J. Kelly, J. Dales, C. Moch presented Item 6.3. for information.

Discussion ensued regarding:

- level logging device installed to monitor the level of the well
- grant opportunities are being explored where applicable
- tender next year, late summer/early fall for installation
- committee preference for multiple smaller contracts
- feasibility of breaking up contracts into smaller components
- opportunities to incentivise local contractors
- source water compliance requirements

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

8.1. Discussion on non-paying water users

Chair Olsen noted that some properties within the system are exempt from paying tax, which includes the water tax.

L. Xu noted that tax exemptions are determined by the Province, however any property that is connected and using water must pay the water usage charge. S. Henderson and L. Xu were provided a list to ensure that the properties are being billed for usage as noted.

S. Henderson thanked committee members for their assistance with the petition process, including spreading awareness and gaining support for the project.

9. Adjournment

**MOVED by A. Olsen, SECONDED by J. Money,
That the Lyall Harbour/Boot Cove Water Local Service Committee meeting of
November 13, 2025 be adjourned at 3:39 pm.
CARRIED**

Chair

Recorder



Lyall Harbour/Boot Cove Water Local Service Committee

February 19, 2026



Territorial Acknowledgement

The CRD conducts its business within the traditional territories of many First Nations, including but not limited to BOKÉCEN (Pauquachin), MÁLEXEŁ (Malahat), Pacheedaht, Pune'laxutth' (Penelekut), Sc'ianew (Beecher Bay), Songhees, SṬÁUTW (Tsawout), T'Sou-ke, WJÓŁEŁP (Tsartlip), WŚIKEM (Tseycum), and x^wsepsəṃ (Esquimalt), all of whom have a long standing relationship with the land and waters from time immemorial that continues to this day.

Agenda

1. Introduction
2. Governance
3. Service Overview
4. Budget(s)
5. Key initiatives
6. Links and Resources



Meet the team

Justine Starke, RPP, MCIP

Senior Manager, Southern Gulf Islands
Electoral Area Administration

Stephen Henderson

General Manager, Electoral Area
Services Department

Jared Kelly, P.Eng.,
Manager, Capital Projects

Dan Robson, A.Sc.T.,
Manager, Saanich Peninsula and
Gulf Islands Operations

Christoph Moch, Dipl.-Ing., P.Eng.,
Manager, Water Quality Operations

Katarina Konicek
Manager, Water Distribution Eng
and Planning

Megan MacDonald
Legislative Services Coordinator

Lia Xu, M.Sc., CPA, CGA,
Manager, Finance Services

Role and Responsibility of Committee



LHBC Committee

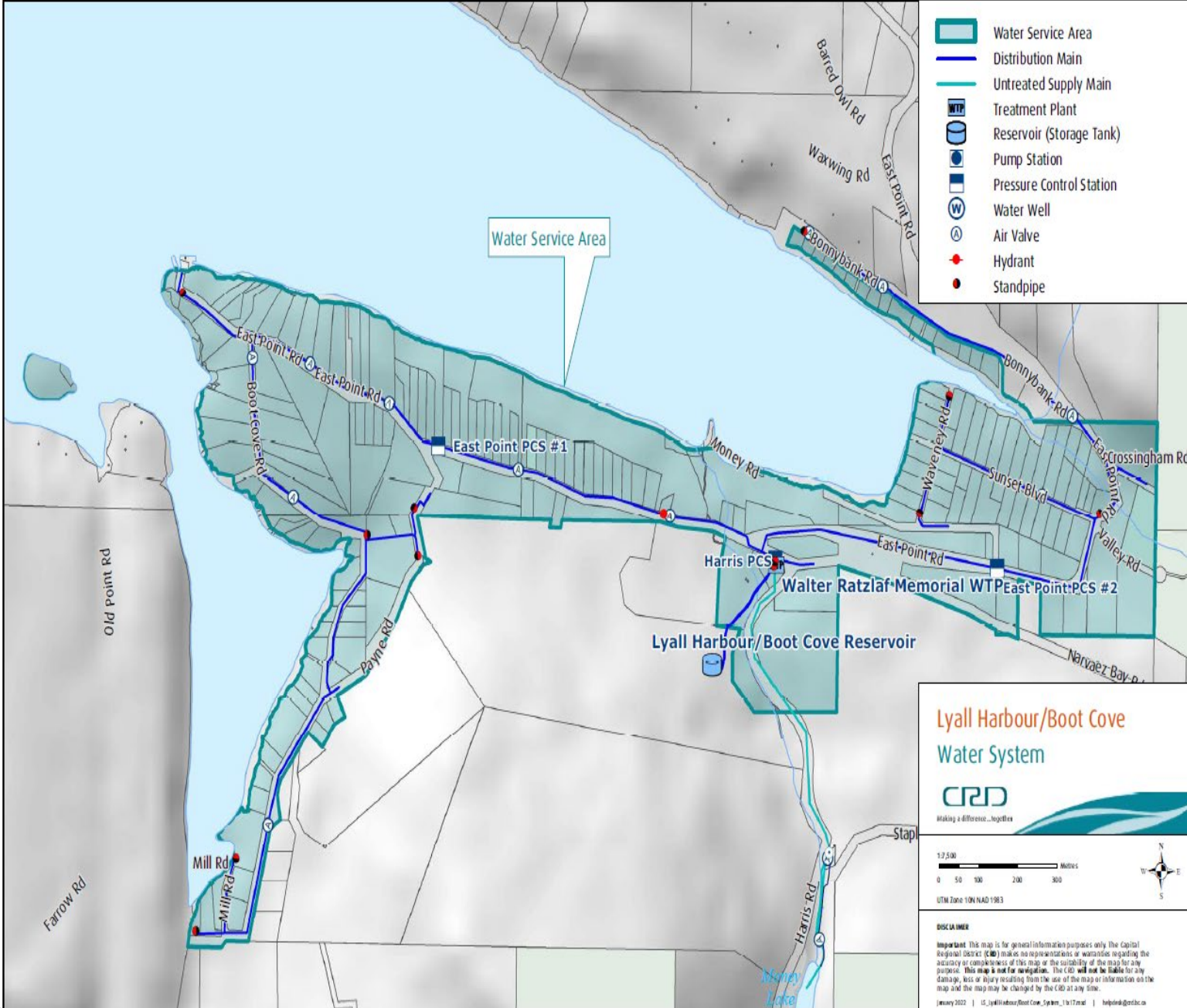
- Subject to Committee Bylaw No. 1875
- Provide input on the overall direction and delivery of services
- Recommend 5-year operating and capital budget for Regional Board approval
 - Set priorities and, recommend levels of user charges to be established by bylaw of the Regional Board
 - Recommend the extent of requisition to be collected by way of parcel taxes
- Advise on community interests and liaise with community on behalf of CRD.

Governance Overview



Committee Governance

- Committee Bylaw No. 1875
- CRD Procedures Bylaw No. 3828
- Roberts Rules of Order
- Community Charter and Open Meeting Rule
- Public Notice Required
- Quorum = Meeting
- When in doubt – ask staff!



Service Area

Service Overview



Lyall Harbour/Boot Cove Water

Lyall Harbour/Boot Cove was originally serviced by a private water utility and in 1978 the service converted to the Capital Regional District (CRD). The Lyall Harbour/Boot Cove water service is made up of:

- 173 parcels
- 164 single family equivalents
- Two raw water sources
- Money Lake Dam No.1
- Water Treatment Plant
- 136 cubic metre(36,000 Gallon) storage tank
- 7,100 metres of mostly 100mm (4") PVC water mains



Electoral Areas Services

- Committee support and facilitation
- Meeting coordination and legislative duties shared with Leg Services and IWS administrative staff
- Some operational functions
- CRD Evolves – phased implementation

Service Levels



Water Service Delivery

- Operational management for the supply, treatment, storage and transmission of retail water supply.
- Maintenance and repairs of Money Lake Dam No.1
- Retail billing services.
- Engineering and planning support.
- Asset management and maintenance planning.

Service Levels



Water Quality Monitoring

- Based on legislative requirements and a system specific water quality risk assessment: water quality sampling - collection, analysis and reporting
- Operational support (maintenance, repairs)
- Emergency response (e.g., spills, pipe breaks, public advisories)
- Research, planning and risk assessment support for long-term planning

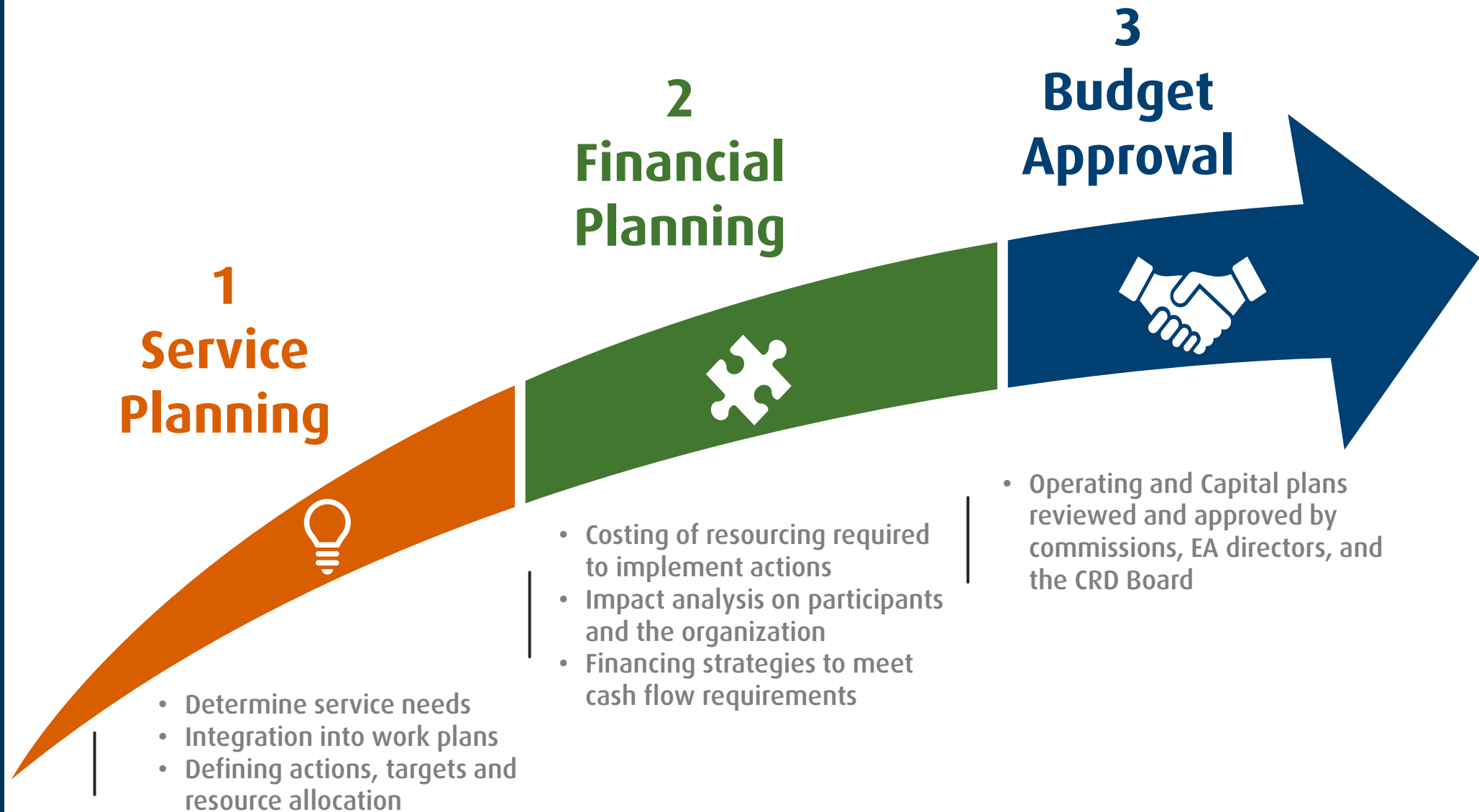
Service Levels



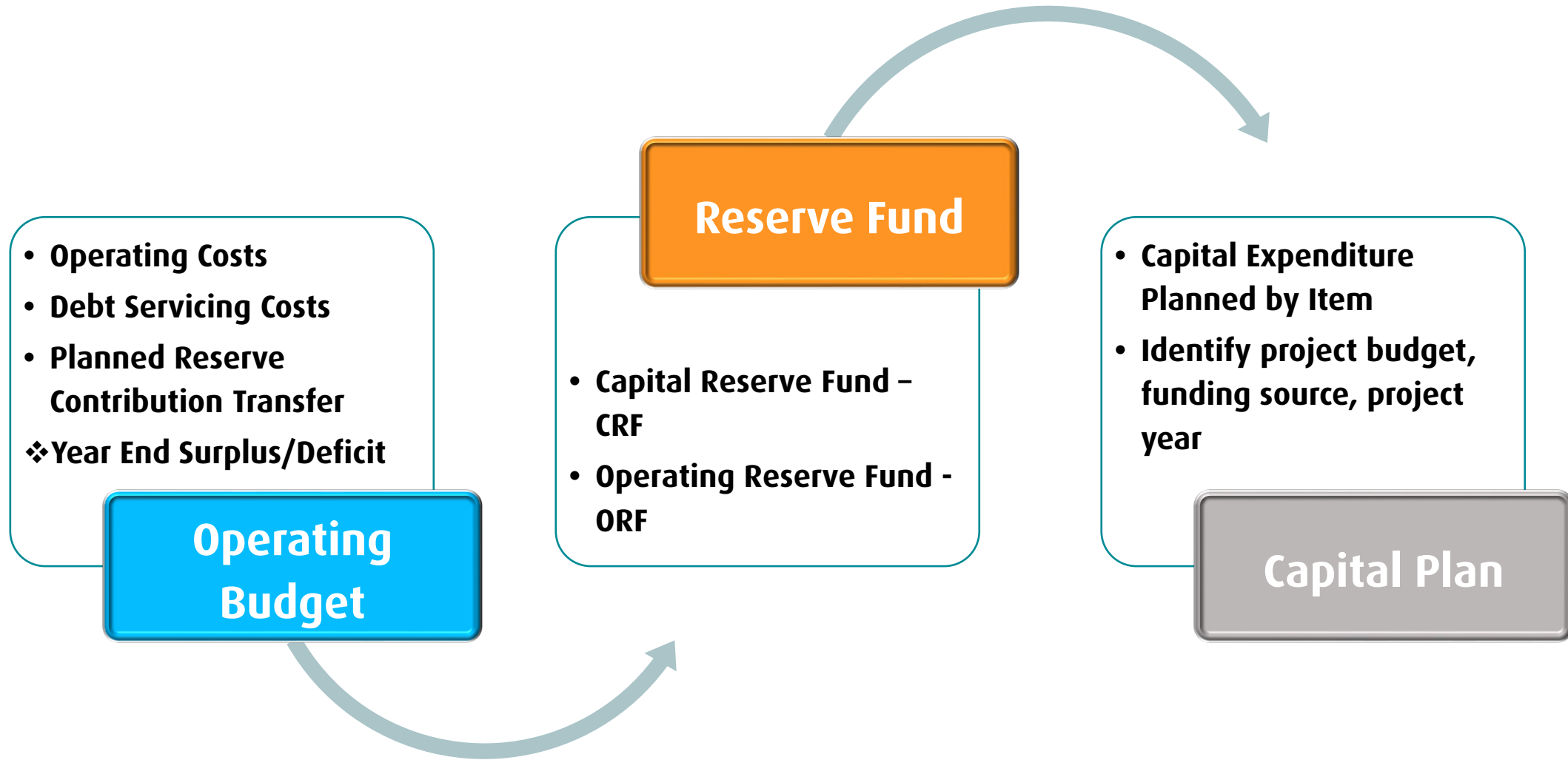
Lab Services

- An ISO 17025 accredited, provincially approved lab providing analysis for CRD Drinking Water and Wastewater Systems
- Analyze physical, chemical, algal, and microbiological samples (source water and distribution systems)
- Provide defensible compliance results and inform CRD Water and Wastewater operations on system performance

Building a Budget and Process



Three Major Budget Components

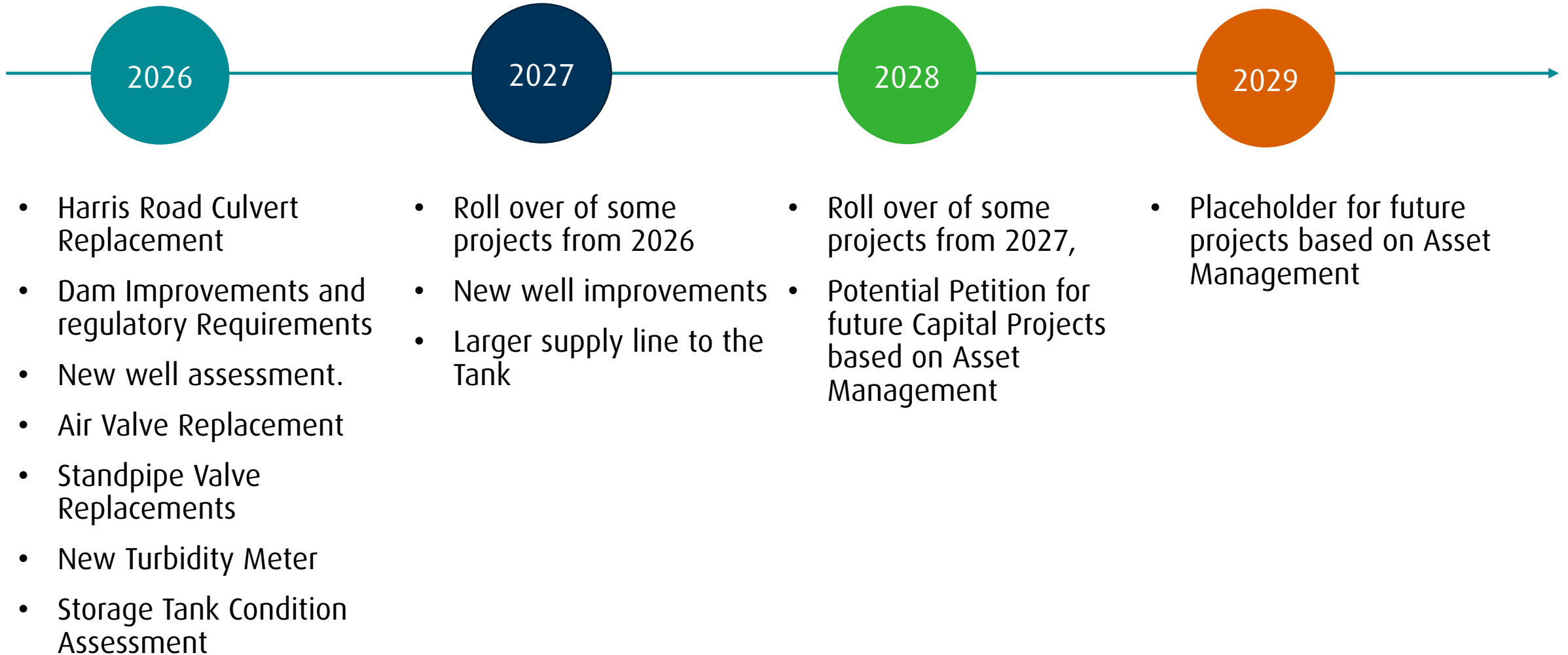


Lyall Harbour/Boot Cove Water Budget

The service budget is mainly funded by a combination of tax requisitions and fixed user charges.

- The operating budget for 2026 is approximately **\$328,000**
- The capital budget for 2026 is estimated at **\$1,015,000**
- Capital projects are funded by a combination of reserves, grants and long-term debt
- Petition resulted in approval to borrow \$2M over 25 years

Capital Plan Key initiatives



Links and Resources:

- [Lyall Harbour-Boot Cove | Capital Regional District](#)
- [Lyall Harbour/Boot Cove Water Local Services Committee | Capital Regional District](#)
- [Lyall Harbour Boot Cove Water Committee Bylaw, 1990 \(Consolidated\) | Capital Regional District](#)
- [Board Procedures Bylaw, 2012 \(Consolidated\) | Capital Regional District](#)

2026 Meeting Schedule & Locations

Lyall Harbour/Boot Cove Water Local Service:

- Thurs Feb 19, 2:00 pm – Goldstream Room, IWS
 - Thurs June 18, 2:00 pm - **Online?**
 - Thurs Nov 5, 2:00 pm - Goldstream Room, IWS
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- * Agenda deadlines for new business – 2 weeks
 - * Agendas distributed one week ahead of meetings.



Thank you



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