



Notice of Meeting and Meeting Agenda Surfside Park Estates Water Service Committee

Tuesday, March 10, 2026

2:00 PM

Panorama Recreation Centre Boardroom
1885 Forest Park Drive
North Saanich, BC V8L 4A3

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 Phone Conference ID: 644 647 836#

P. Brent (EA Director), C. McConkey, S. Roberts, D. Simard, K. Wall

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. [26-0280](#) Minutes of the Surfside Park Estates Water Service Committee meeting of October 23, 2025

Recommendation: That the minutes of the Surfside Park Estates Water Service Committee meeting of October 23, 2025 be adopted as circulated.

Attachments: [Minutes - October 23, 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. [26-0248](#) Senior Manager's Verbal Update - March

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

8.2. [26-0257](#) Committee Orientation

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

Attachments: [Presentation: Committee Orientation](#)

9. Notice(s) of Motion

10. New Business

11. Adjournment

The next meeting is June 25, 2026.

Meeting Minutes

Surfside Park Estates Water Service Committee

Thursday, October 23, 2025

2:00 PM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

PRESENT:

L. Vallee (Chair), K. Wall (Vice Chair), P. Brent (EA Director), W. Mulvin (EP)

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

EP - Electronic Participation

The meeting was called to order at 2:00 pm.

1. Territorial Acknowledgement

P. Brent provided a Territorial Acknowledgement.

2. Approval of Agenda

**MOVED by K. Wall, SECONDED by P. Brent,
That the agenda for the Surfside Park Estates Water Service Committee meeting
of October 23, 2025 be approved.
CARRIED**

3. Adoption of Minutes

3.1. [25-1140](#) Minutes of the Surfside Park Estates Water Service Committee meeting of June 26, 2025

**MOVED by P. Brent, SECONDED by K. Wall,
That the minutes of the Surfside Park Estates Water Service Committee meeting
of June 26, 2025 be adopted as circulated.
CARRIED**

4. Chair's Remarks

Chair Vallee thanked staff for their work to distribute and administer the recent petition to authorize a loan for system repairs.

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. for information. Staff advised that the minimum requirements for the petition to authorize a loan to complete water system repairs were not satisfied, therefore the loan will not be authorized. A communication plan is being created to share the results with the community.

Discussion ensued regarding:

- options to best convey information to the community
- alternative methods to achieve necessary system repairs
- issues with filter media sticking to the tank wall have been reported and staff are working to mitigate future issues

6.2. [25-1040](#) Surfside Park Estates Water Service 2026 Operating and Capital Budget

L. Xu presented Item 6.2.

Discussion ensued regarding:

- amending the budget is necessary as the debt will not be incurred
- building capital reserves in order to reduce potential borrowing in the future

MOVED by L. Vallee, SECONDED by P. Brent,

That the Surfside Park Estates Water Service Committee recommends that the Electoral Areas Committee recommend to the Capital Regional District Board:

- 1. amend the Surfside Park Estates Water Service 2026 Operating Budget by**
 - a. proposed Municipal Finance Authority (MFA) Debt servicing costs to be transferred to capital reserve fund in 2026 through 2030; and**
 - 2. amend the Five-Year Financial Plan with the following changes:**
 - a. 24-01 - change Debt to Grant and change 2026/2027 to 2027/2028;**
 - b. 25-01 - change Debt to Grant and change 2026/2027 to 2027/2028; and**
 - 3. approve the 2026 Operating and Capital Budget and the Five-Year Financial Plan for the Surfside Park Estates Water Service as amended.**

CARRIED

6.3. [25-1136](#) Capital Projects and Operational Update - October 2025

J. Kelly, D. Robson and S. Henderson presented Item 6.3. for information.

Discussion ensued regarding the introduction of support staff for committee administration moving forward.

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

There was no new business.

9. Adjournment

MOVED by L. Vallee, **SECONDED** by K. Wall,
That the Surfside Park Estates Water Service Committee meeting of October 23,
2025 be adjourned at 3:05 pm.
CARRIED

Chair

Recorder



Surfside Park Estates Water Service Committee

March 10, 2026



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



Surfside Park Estates Water Service Committee:

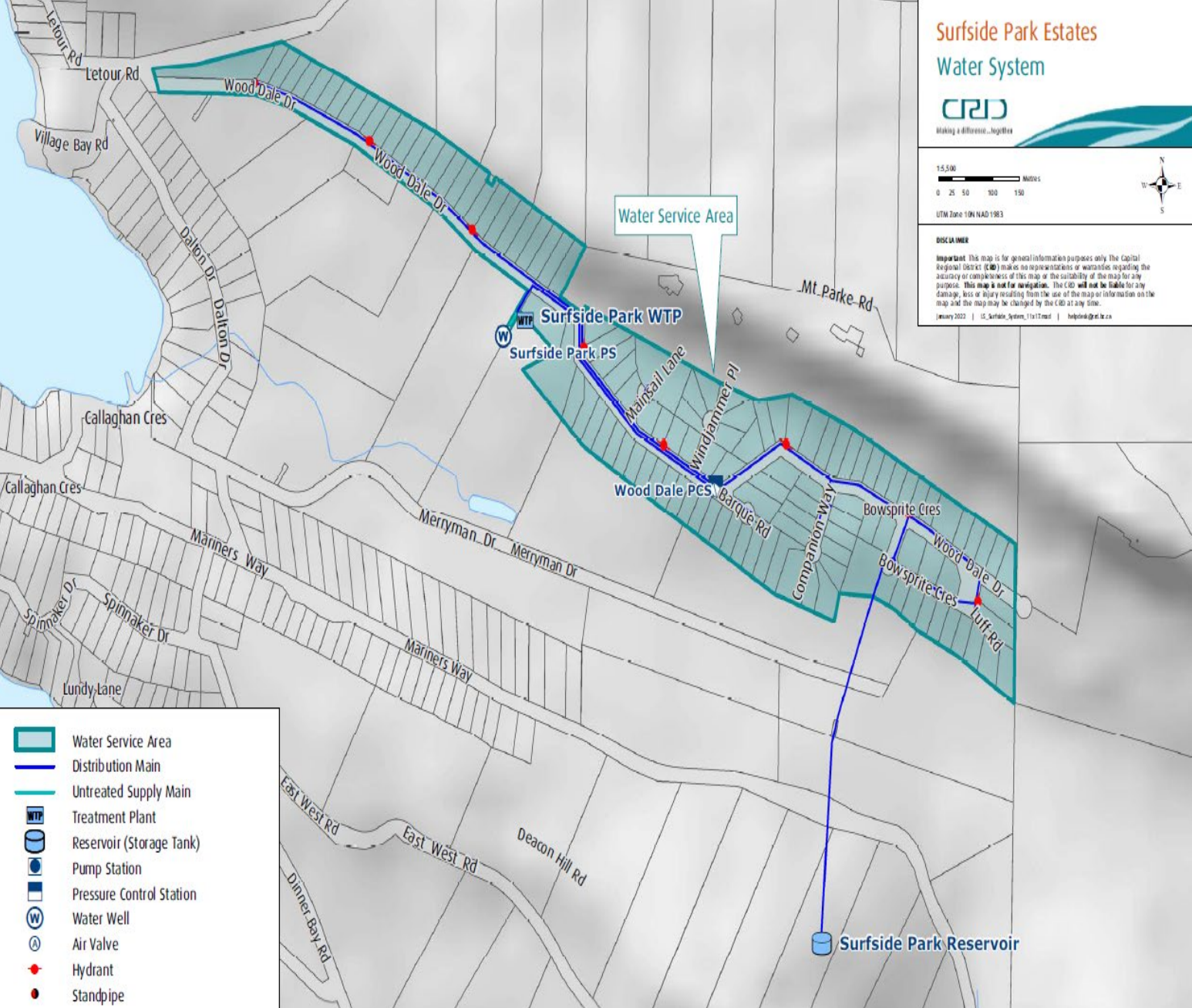
- Subject to Committee Bylaw No. 3133
- Provide input on the overall direction and delivery of services
- Recommend 5-year operating and capital budget for Regional Board approval
 - Set priorities and, recommend levels of user charges to be established by bylaw of the Regional Board
 - Recommend the 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. 3131
- 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



Surfside Water Service

Surfside in the Southern Gulf Islands Electoral Area which was originally serviced by a private water utility. In 2003 the service converted to the Capital Regional District (CRD). The Surfside Water Service area is made up of:

- 127 parcels
- 105 parcels, 68 were connected to the water system in 2022
- One Groundwater well source
- Disinfection process equipment (Filters, UV and Chlorine)
- Two Steel Storage tanks (total volume 113 cubic metres)
- 3,800 metres of mostly 150mm (6") water mains

Service Levels



Capital Regional District

- “CRD Evolves” – Re-org, phased implementation
- Electoral Areas Services Dept. supports committee facilitation; meeting coordination and legislative duties shared with Leg Services and IWS administrative staff
- Engineers and technicians provide operational management for the supply, treatment, storage and purveying of retail water supply
- Finance staff provide retail billing services.
- Engineering and planning support shared across divisions along with asset management and maintenance planning.

Service Levels



Water Quality Monitoring

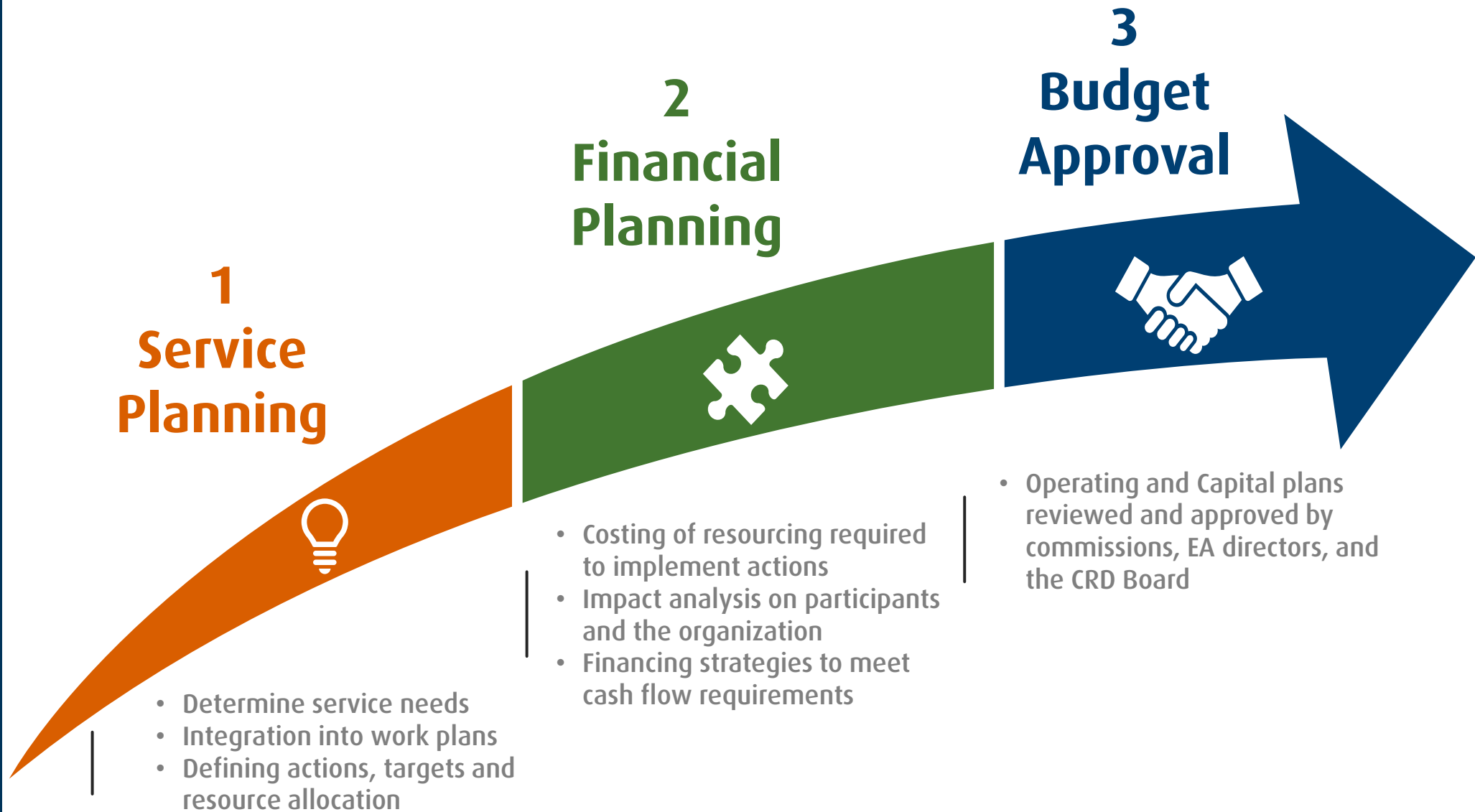
- Based on legislative requirements and a system specific water quality risk assessment: water quality sampling - collection, analysis and reporting
- Operational support (maintenance, repairs)
- Lab Services (ISO 17025 accredited)
- Emergency response (e.g., spills, pipe breaks, public advisories)
- Research, planning and risk assessment support for long-term planning

Key trends

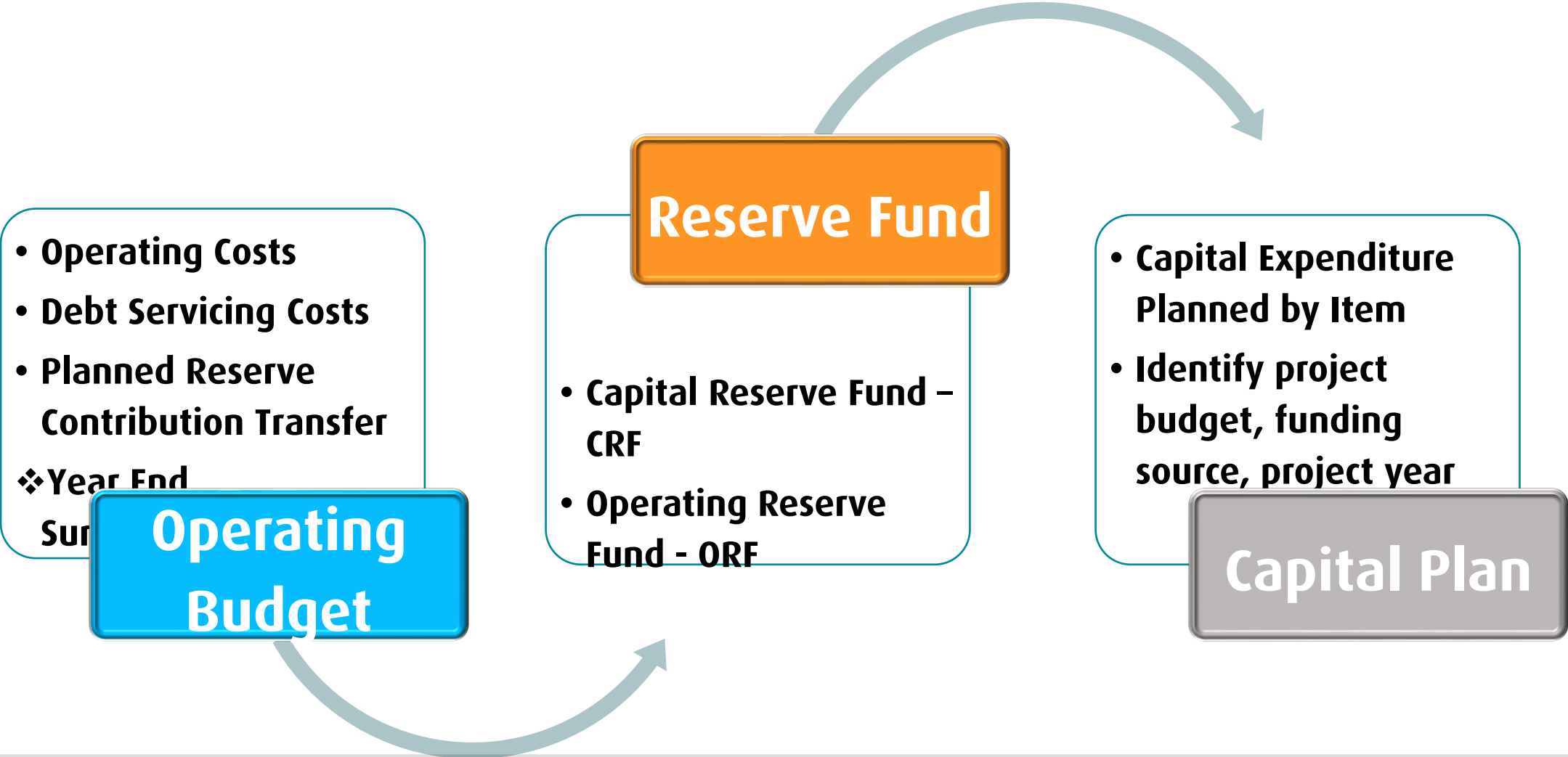
- Increasing water demand due to pop growth and increasing operational & maintenance needs
- Aging infrastructure: infrastructure deficit and future management needs
- Asset Management Planning - The capital renewal forecast based on the expected service life of assets and their replacement cost.
- Long-term capital plans need to support infrastructure investment and maintain service levels
- Climate change poses risk to water supply with impacts on watershed, water demand, water quality



Building a Budget and Process



Three Major Budget Components



Surfside Park Estates Water Service Budget

Operating Budgets:

Reflect the annual costs to operate the service. The operating budget for 2026 is estimated at **\$217,410**

The budget is funded entirely by a combination of tax requisitions and retail user charges.

Capital Expenditure Plan

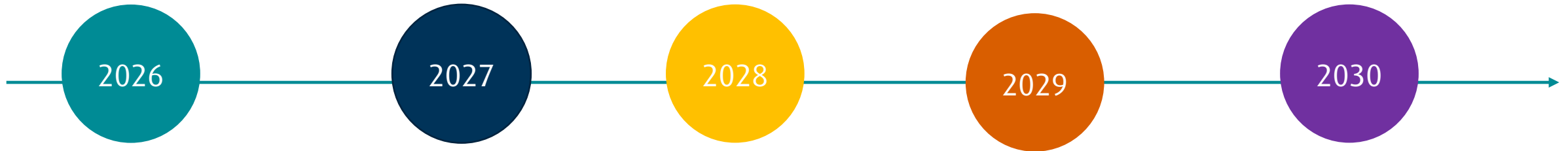
Priority projects identified based on the condition of existing assets and infrastructure, regulatory, environmental, and health and safety factors.

Capital projects are funded by a combination of reserves, grants and long-term debt (needs approval)

The capital budget for 2026 is estimated at **\$70,500**

Key initiatives

The Financial Plan for the years 2027 to 2030 is forecasted and can be updated in future years.



- Source water surveillance for water quantity monitoring.
- Repair/replacements for leaks and other needs
- Arsenic Removal Assessment

- Petition for watermain replacement

CAPITAL PLAN ITEMS NEEDING LOAN AUTHORIZATION:

- Wood Dale Drive Watermain Replacement (200 meters of known leaks).
- Water Storage Tank Replacement
- Replacement of other watermains to address leaks and reduce non-revenue water.

Links and Resources:

- [Surfside Park Estates Water System](#)
- [Surfside Park Estates Water Service Committee](#)
- [Board Procedures Bylaw, 2012 \(Consolidated\) | Capital Regional District](#)

2026 Meeting Schedule & Locations

Surfside Park Estates Water Service Committee:

- Thursday March 10, 2:00 pm – Panorama Rec Centre
 - Thursday June 25, 2:00 pm – **Online?**
 - Thurs November 3, 2:00 pm - SPWWTP
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- * Agenda deadlines for new business – 2 weeks
 - * Agendas distributed one week ahead of meetings.



Thank you



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Capital Regional District



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