



## Notice of Meeting and Meeting Agenda Sticks Allison Water Local Service Committee

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Tuesday, March 31, 2026

1:00 PM

Saanich Peninsula Wastewater Treatment Plant  
9055 Mainwaring Road  
Victoria BC

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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: 221 558 941#

P. Brent (EA Director), M. Knight, D. Pepin, P. Ramsay, V. Seidel

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. [26-0358](#) Minutes of the Sticks Allison Water Local Service Committee meeting of October 30, 2025

**Recommendation:** That the minutes of the Sticks Allison Water Local Service Committee meeting of October 30, 2025, be adopted as circulated.

**Attachments:** [Minutes - October 30, 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](http://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](mailto: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. [26-0360](#) 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

### Sticks Allison Water Local Service Committee

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Thursday, October 30, 2025

9:30 AM

Goldstream Conference Room  
479 Island Hwy  
Victoria BC V9B 1H7

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**PRESENT:**

H. Schofield (Chair), J. Fenby (Vice Chair), P. Brent (EA Director) (EP), D. Pepin (EP), V. Seidel (EP)

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

EP - Electronic Participation

The meeting was called to order at 9:31 am.

#### 1. Territorial Acknowledgement

Chair Schofield provided the Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by H. Schofield, **SECONDED** by J. Fenby,

1. That the agenda for the Sticks Allison Water Local Service Committee meeting of October 30, 2025 be amended by adding the following items:

- 8.1. Committee Appointments and Nominations; and
- 8.2. Nearby Development;

2. That the agenda be approved as amended.

**CARRIED**

#### 3. Adoption of Minutes

3.1. [25-1159](#) Minutes of the Sticks Allison Water Local Service Committee meeting of June 17, 2025

**MOVED** by H. Schofield, **SECONDED** by J. Fenby,

That the minutes of the Sticks Allison Water Local Service Committee meeting of June 17, 2025, be adopted as circulated.

**CARRIED**

#### 4. Chair's Remarks

Chair Schofield noted this will be their last meeting as a member of the committee and expressed appreciation for members and staff.

## 5. Presentations/Delegations

There were no presentations or delegations.

## 6. Commission Business

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

D. Robson spoke to Item 6.1. for information. It was noted that there was a 10% reduction in water production and demand following implementation of the tiered consumption rate last fall.

### 6.2. [25-1143](#) Capital Projects and Operational Update - October 2025

D. Robson presented Item 6.2. for information.

Discussion ensued regarding:

- new water conservation signage location is not supported by members
- previous signage location across Sticks Allison Road is preferred
- ongoing use of sandwich board requested
- moving the location of newly installed conservation signage is not feasible
- leak detection efforts are ongoing, additional efforts planned early next year

**MOVED by D. Pepin, SECONDED by V. Seidel,  
That the Sticks Allison Water Local Service Committee request that the water  
conservation sandwich board continue to be used in the community.  
CARRIED**

**6.3.**     [25-1041](#)     Sticks Allison Water Local Service Committee - 2026 Operating and  
Capital Budget

D. Robson and L. Xu presented Item 6.3.

Discussion ensued regarding:

- member preference to delay main replacement to maintain affordability
- staff advised deferring repair projects increases risk of water main failure
- operation of a critical resource requires forward thinking
- emergency repairs could cause a significant financial burden to rate payers

**MOVED** by Chair Schofield, **SECONDED** by V. Seidel,

**That the Sticks Allison Water Local Service Committee recommends that  
Electoral Areas Committee recommend that the Capital Regional District Board:**

**1. Amend the 2026 Operating and Capital Budget by:**

- a. add "further leak detection efforts" item of \$5,000 to be funded from  
Operating Reserve Fund;
- b. Increase 2026 Operating Reserve Fund by \$5,000 to \$11,255;
- c. Reduce 2026 Transfer to Capital Reserve Fund from \$23,985 to \$11,559; and

**2. Amend the Five-Year Capital Plan as follows:**

- a. Defer project number 25-01 - Source water protection from 2027 to 2029
- b. Defer project number 26-01 - Petition from 2026 to 2028
- c. Defer project number 27-02 - Watermain replacement to start in 2029; and;

**3. The 2026 Operating and Capital Budget and Five-Year Financial Plan for the  
Sticks Allison Water Service be approved as amended.**

**CARRIED**

**Opposed: Brent**

**7. Notice(s) of Motion**

There were no notice(s) of motion.

**8. New Business**

**8.1. Committee Appointments and Nominations**

Chair Schofield requested that when the advertisement for 2026 committee  
member applications is posted, that it be posted in the Active Page.

Discussion ensued regarding the selection process of new applicants and the  
maximum number of consecutive appointments.

## 8.2. Nearby Development

Chair Schofield advised of concerns raised by residents regarding a proposed development nearby, sited at an elevation above the well.

J. Starke provided information on the Islands Trust rezoning process and potential ways residents may address issues arising.

Discussion ensued regarding:

- previous similar application resulted in a letter to the Ministry of Forests
- data is required to support any claims regarding negative effects
- monitoring and assessment is important to demonstrate such change

**MOVED by H. Schofield, SECONDED by V. Seidel,  
That the Sticks Allison Water Local Service Committee direct staff to work with  
the Chair to prepare a letter to Ministry of Forests regarding the water license  
and potential impact of the nearby development.**

**CARRIED**

## 9. Adjournment

**MOVED by V. Seidel, SECONDED by P. Brent,  
That the Sticks Allison Water Local Service Committee meeting of October 30,  
2025 be adjourned at 11:24 am.**


**CARRIED**

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Chair

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Recorder



# Sticks Allison Water Local Service Committee

March 31, 2026



# Agenda

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

# Meet the team

<b>Justine Starke, RPP, MCIP</b> Senior Manager, Southern Gulf Islands Electoral Area Administration	<b>Stephen Henderson</b> General Manager, Electoral Area Services Department
<b>Jared Kelly, P.Eng.,</b> Manager, Capital Projects	<b>Dan Robson, A.Sc.T.,</b> Manager, Saanich Peninsula and Gulf Islands Operations
<b>Christoph Moch, Dipl.-Ing., P.Eng.,</b> Manager, Water Quality Operations	<b>Katarina Konicek</b> Manager, Water Distribution Eng and Planning
<b>Megan MacDonald</b> Legislative Services Coordinator	<b>Lia Xu, M.Sc., CPA, CGA,</b> Manager, Finance Services

## Role and Responsibility of Committee



## Sticks Allison Water Service Committee:

- Subject to Committee Bylaw
- 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

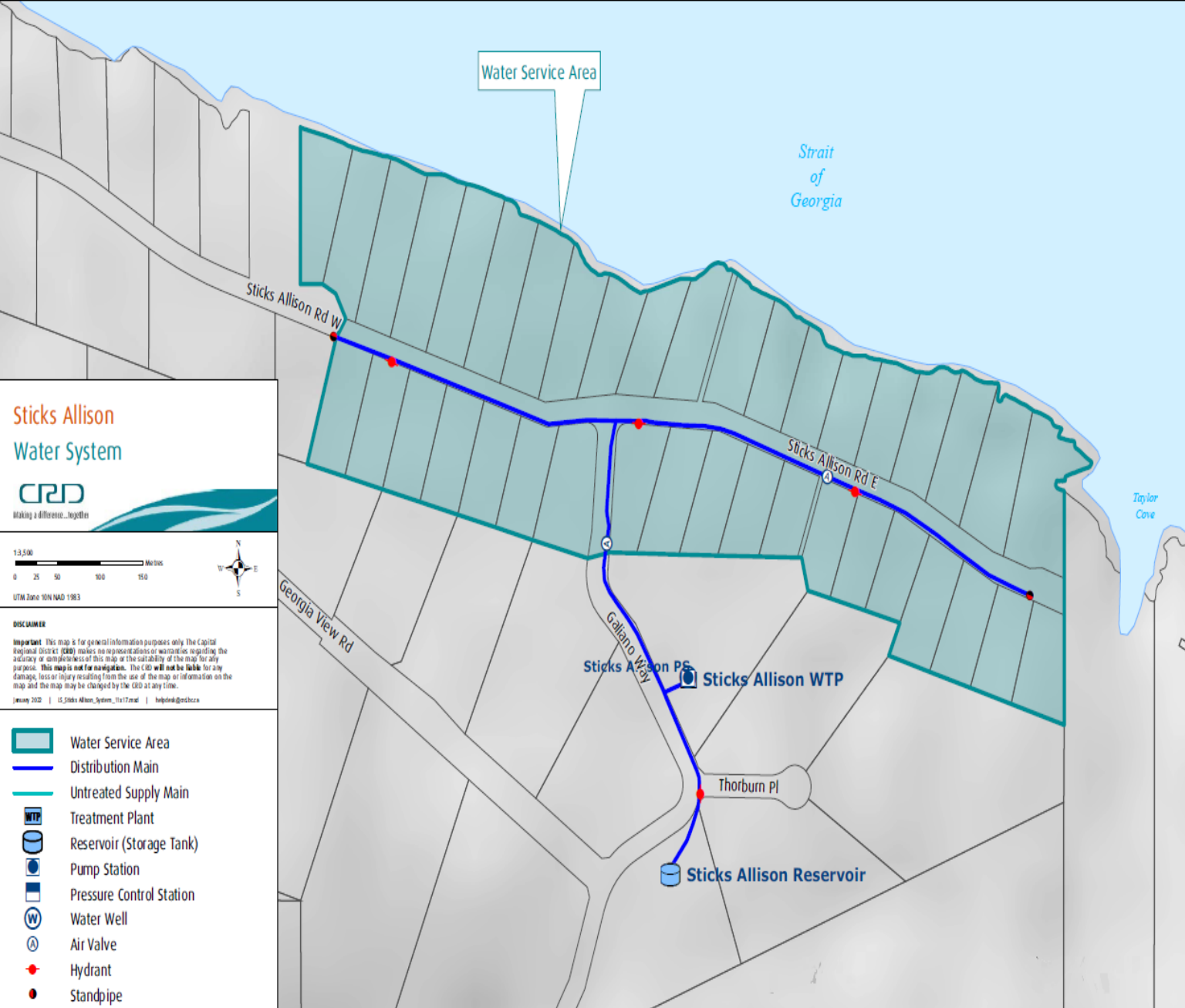
- Committee Bylaw No. 2558
- Procedures Bylaw No. 3828
- Roberts Rules of Order
- Community Charter and Open Meeting Rule
- Public Notice Required
- Quorum = Meeting
- When in doubt – ask staff!

## Role and Responsibility of the Capital Regional District



## Capital Regional District

- Day-to-day administrative activities
- Hands-on service delivery
- Operational functions will be performed by Regional District staff



# Service Area

# Service Overview

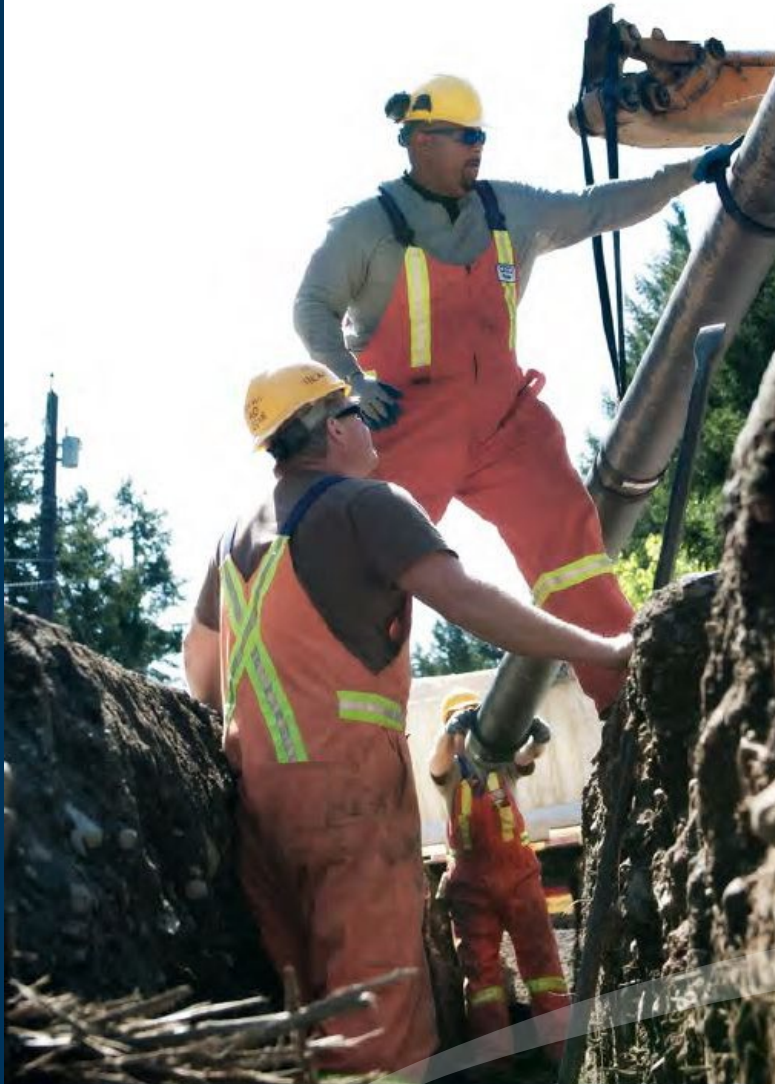


## Sticks Allison Water

Sticks Allison was originally serviced by a private water utility. In 1996 the service converted to the Capital Regional District (CRD). The Sticks Allison water service is made up of:

- 38 parcels
- 37 customers connected to the water system as of end of 2025
- Ground water well source
- Disinfection process equipment (UV and Chlorine)
- 90 cubic metre (25,000 gallon) steel storage tank
- 1,400 metres of mostly 150mm (6") pipe

# 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

- Aging infrastructure: infrastructure deficit and future management needs
- Increasing operational & maintenance 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

## 1 Service Planning



- Determine service needs
- Integration into work plans
- Defining actions, targets and resource allocation

## 2 Financial Planning



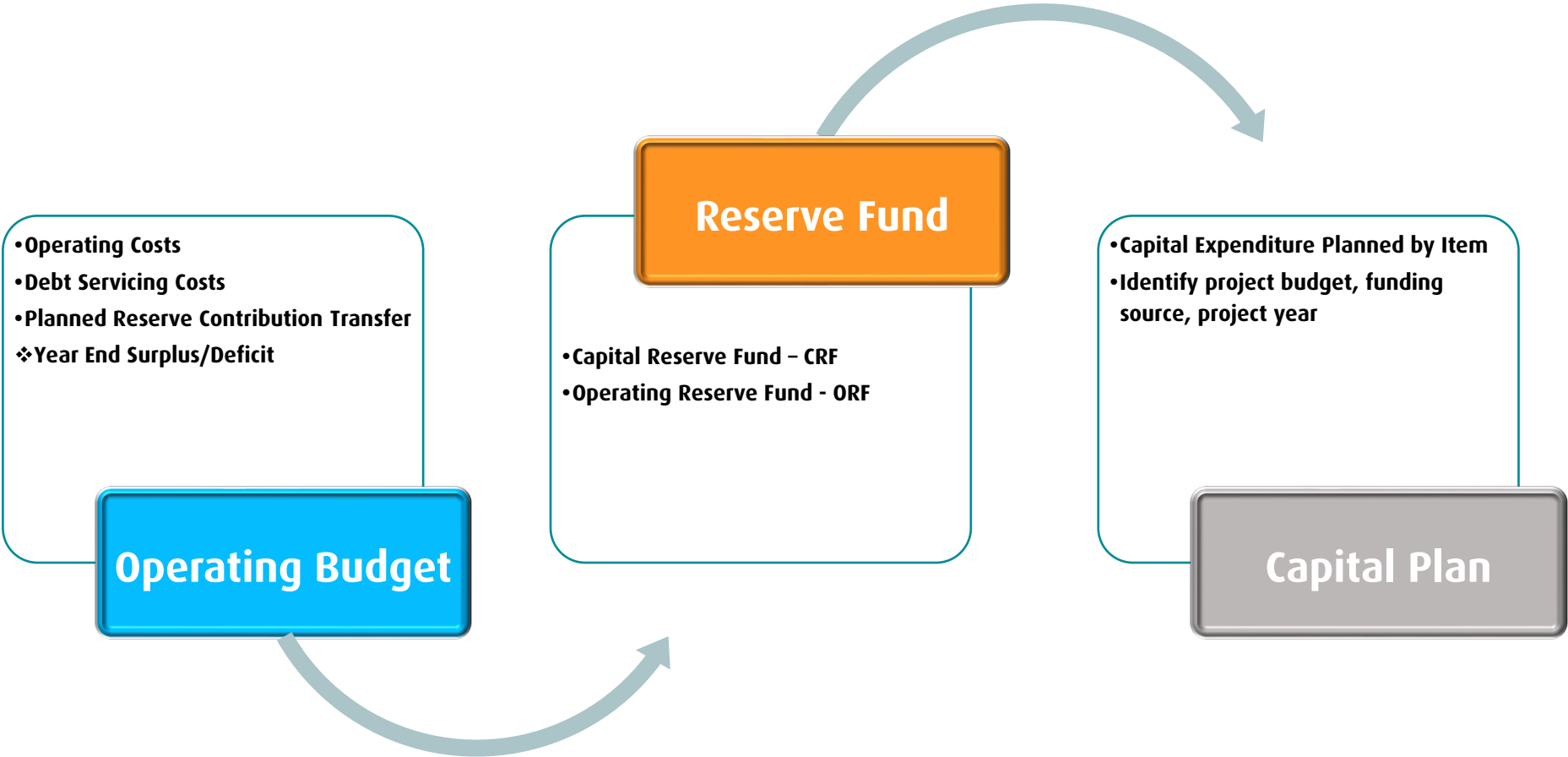
- Costing of resourcing required to implement actions
- Impact analysis on participants and the organization
- Financing strategies to meet cash flow requirements

## 3 Budget Approval



- Operating and Capital plans reviewed and approved by commissions, EA directors, and the CRD Board

# Three Major Budget Components



# Sticks Allison Water Budget

## Operating Budgets:

Reflect the annual costs to operate the service. The operating budget for 2026 is estimated at **\$94,744**

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

## Capital Expenditure Plan

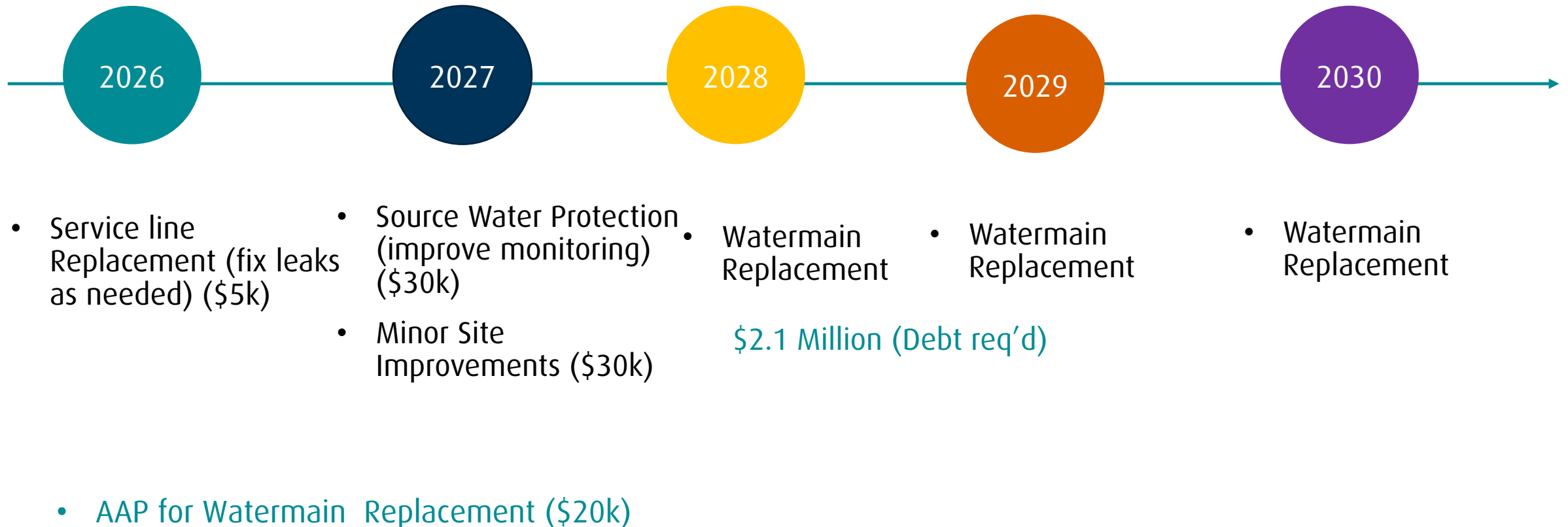
Priority projects identified based on the condition of existing assets and infrastructure, regulatory, environmental, and health and safety factors.

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

The capital budget for 2026 is estimated at **\$5,000**

# Key initiatives

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



# Links and Resources:

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

# 2026 Meeting Schedule & Locations

## Sticks Allison Water Service Committee:

- Tuesday March 31, 1:00 pm – (SPWWTP)
  - Thurs June 25, 9:30 am (**ONLINE?**)
  - Tues Nov 3, 9:30 am (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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