



Notice of Meeting and Meeting Agenda Skana Water Service Committee

Thursday, May 7, 2026

10:00 AM

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: 125 726 70#

R. Anthony, P. Brent (EA Director), R. Percival, W. Korol

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. [26-0363](#) Minutes of the Skana Water Service Committee meeting of October 23, 2025

Recommendation: That the minutes of the Skana 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.** [26-0505](#) Senior Manager's Verbal Update - May

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

8.2. [26-0255](#) Committee Orientation

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

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

9. Notice(s) of Motion**10. New Business****10.1.** [26-0500](#) Correspondence from Warren Korol dated April 27, 2026; Re: Skana Water District - Background, Rationale, and Alternative Proposal

Attachments: [Correspondence: Skana Water District](#)

11. Adjournment

The next meeting is June 30, 2026.

Meeting Minutes

Skana Water Service Committee

Thursday, October 23, 2025

9:30 AM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

PRESENT:

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

STAFF: J. Dales, Senior Manager, Wastewater Infrastructure Operations; 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 Corporate Services; M. Lagoa, Deputy Corporate Officer (EP); M. MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

Regrets: B. Hill

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

1. Territorial Acknowledgement

Acting Chair Brent provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by W. Korol, SECONDED by R. Anthony,

1. That the agenda for the Skana Water Service Committee of October 23, 2025 be approved as amended by adding the following items under 8. New Business:

- 8.1. Petition Results;
- 8.2. Committee Member Vacancy;
- 8.3. Suggested Communication and Notification Policy;
- 8.4. Water Conservation Bylaw Stages; and
- 8.5. Electronic Meeting Attendance; and

2. That Items 8.1. and 8.2. be considered after Item 3.1. and before Item 4.

CARRIED

3. Adoption of Minutes

- 3.1. [25-0720](#) Minutes of the Skana Water Service Committee meetings of March 4, 2025 and June 13, 2025

MOVED by W. Korol, **SECONDED** by R. Anthony,
That the minutes of the Skana Water Service Committee meeting of March 4, 2025 be adopted as amended:

- Item 6., adding the words "cost-effective" between "safe" and "reliable";
- Item 8.1, replace "Item 7.1." with "Item 8.1."; and
- Item 8.2, replace "Item 7.2." with "Item 8.2."

CARRIED

MOVED by W. Korol, **SECONDED** by P. Brent,
That the minutes of the Skana Water Service Committee meeting of June 13, 2025 be adopted as circulated.

CARRIED

8. New Business

8.1. Petition Results

D. Robson and M. Lagoa provided an update regarding the unofficial results of the petition to authorize borrowing for system repairs. While the results were not yet officially certified, the criteria for a successful petition were not met.

Discussion ensued regarding the process to notify customers of the water system.

8.2. Committee Member Vacancy

Acting Chair Brent spoke to the recent membership vacancy as well as the annual nomination and appointment procedure. Committee members were invited to assist recruitment by encouraging community members to submit nominations once the vacancies are posted.

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Commission Business

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

D. Robson presented Item 6.1. and advised that discussion of petition results and the communication plan are in other sections of the agenda and that there were no other updates.

6.2. [25-1039](#) Skana Water Service 2026 Operating and Capital Budget

D. Robson and L. Xu presented Item 6.2.

Discussion ensued regarding:

- the proposed budget included scenarios based on obtaining authorization to borrow funds, budget amendments must be made as the debt will not be incurred
- reserve transfers are set per budget guidelines
- important to balance affordability while ensuring sustainable service delivery
- the 2025 budget ran a deficient, caused by emergency repair costs
- funding requirements for future tank replacement and potential for a grant
- tank failure would require emergency response, necessitating short term borrowing
- potential for more frequent tank inspections to observe potential degradation
- focus on building the capital reserve to reduce potential borrowing in the future
- budget item for system specific water conservation measure is not supportable by staff and will be removed

MOVED by P. Brent, SECONDED by W. Korol,

That the Skana Water Service Committee recommends that Electoral Areas Committee recommend that the Capital Regional District Board amend the 2026 Operating and Capital Budget by:

- removing the ongoing cost of \$3,000 for Water Conservation;
 - simulated Municipal Finance Authority (MFA) Debt servicing costs to be transferred to capital reserve fund in 2026 through 2030;
- and amend the Five-Year Financial Plan with the following changes:**
- 18-01: change Debt to Grant;
 - 18-01: change 2026/2027 to 2027/2028;
 - 26-01: change project funding from debt to capital reserve, spreading the cost over two years with \$20,000 for 2026 and \$45,000 for 2027;
- and approve the 2026 Operating and Capital Budget and the Five-Year Financial Plan for the Skana Water Service as amended.**

CARRIED

6.3. [25-1135](#) Capital Projects and Operational Update - October 2025

J. Kelly and D. Robson provided Item 6.3. for information.

Discussion ensued regarding:

- committee appreciation for installation of water conservation signage
- emergency pump replacement

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

8.3. Suggested Communication and Notification Policy

D. Robson spoke to Item 8.3. and noted that updates to communication plan across smaller water services are ongoing.

Committee requested additional information related to the communication plan in future.

8.4. Water Conservation Bylaw Stages

Chair W. Korol spoke to Item 8.4., and noted that having system specific regulations would be an expense to the service.

Discussion ensued resulting in committee consensus that members would prefer not to fund specific changes to the Bylaw to better suit the needs of the community.

8.5. Electronic Meeting Attendance

M. Lagoa provided clarification of procedures related to hybrid and electronic meetings.

9. Adjournment

**MOVED by W. Korol, SECONDED by P. Brent,
That the Skana Water Service Committee meeting of October 23, 2025 be
adjourned at 11:56 am.
CARRIED**

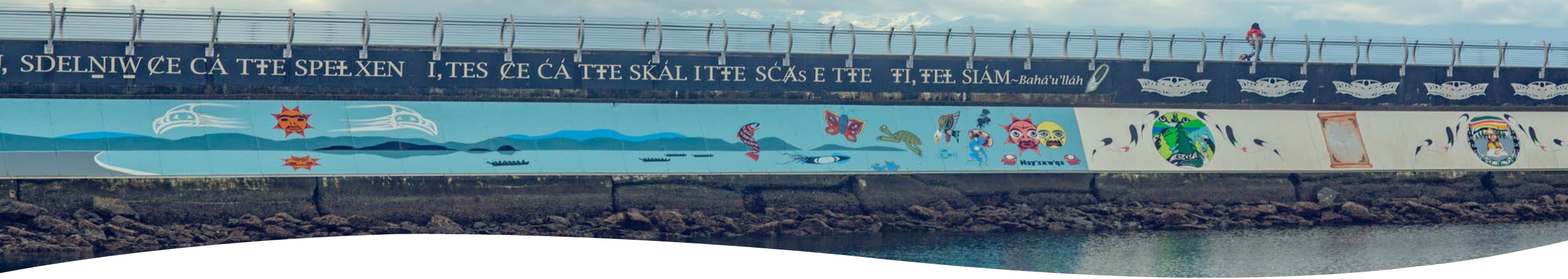
Chair

Recorder



Skana Water Service Committee

May 7, 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, SĀÁUTW (Tsawout), T'Sou-ke, WJOLEŁP (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



Skana Committee

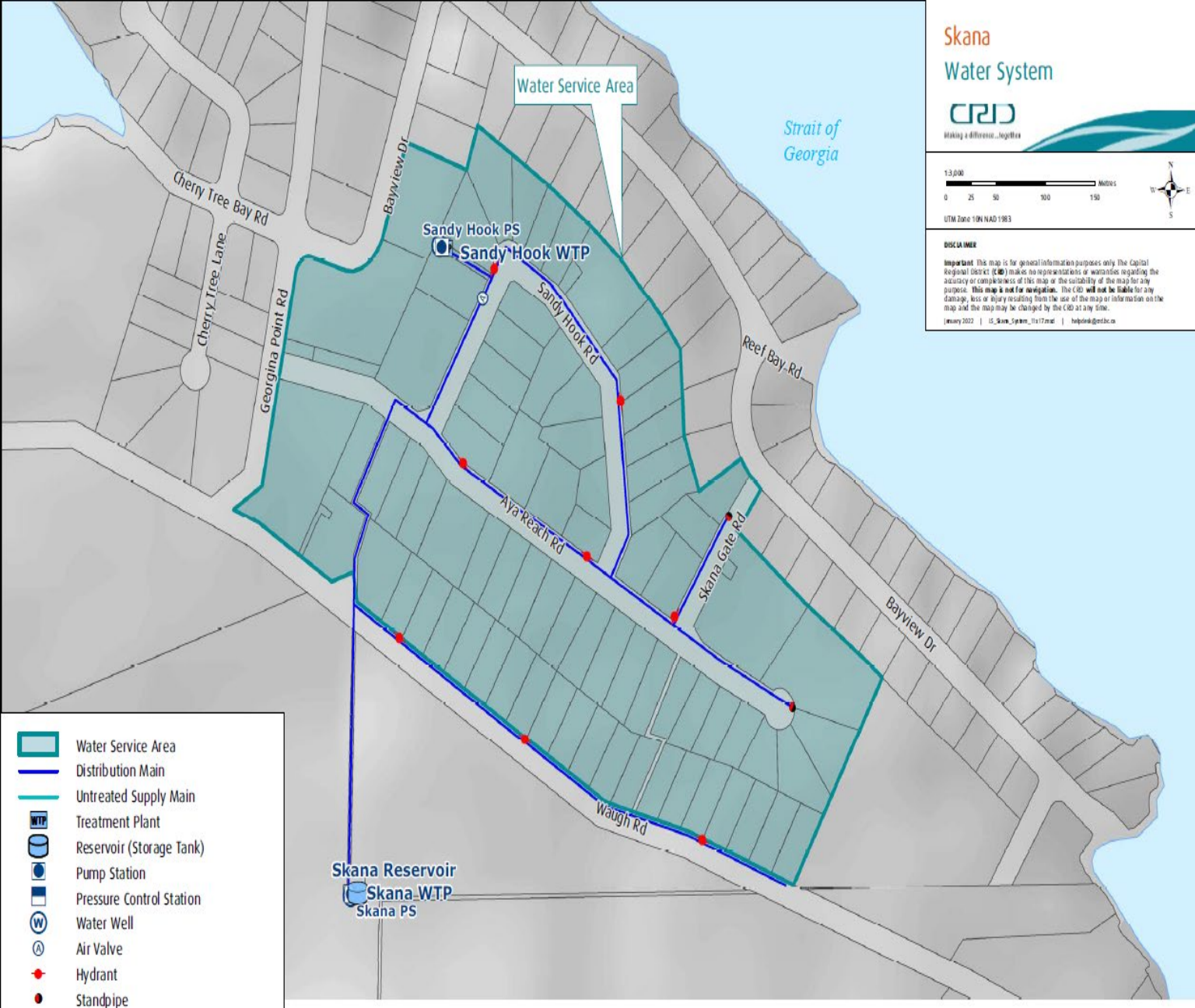
- Subject to Committee Bylaw No. 3133
- Provide input on the overall direction and delivery of services
- Recommend 5-year operating and capital budget for Regional Board approval
 - Set priorities and, recommend levels of user charges to be established by bylaw of the Regional Board
 - Recommend the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



Skana Water Service

The community of Skana was originally serviced by a private water utility. In 2003, the service converted to the Capital Regional District (CRD). The Skana Water Service is made up of:

- 73 parcels
- 50 customers of the water system
- Two ground water wells (#8 and #13)
- Disinfection process equipment at each well (UV and Chlorine)
- Two steel storage tanks(total volume 91 cubic metres)
- Distribution system – mostly 100mm (4”) PVC water main

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

Building a Budget and Process

1 Service Planning



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

2 Financial Planning



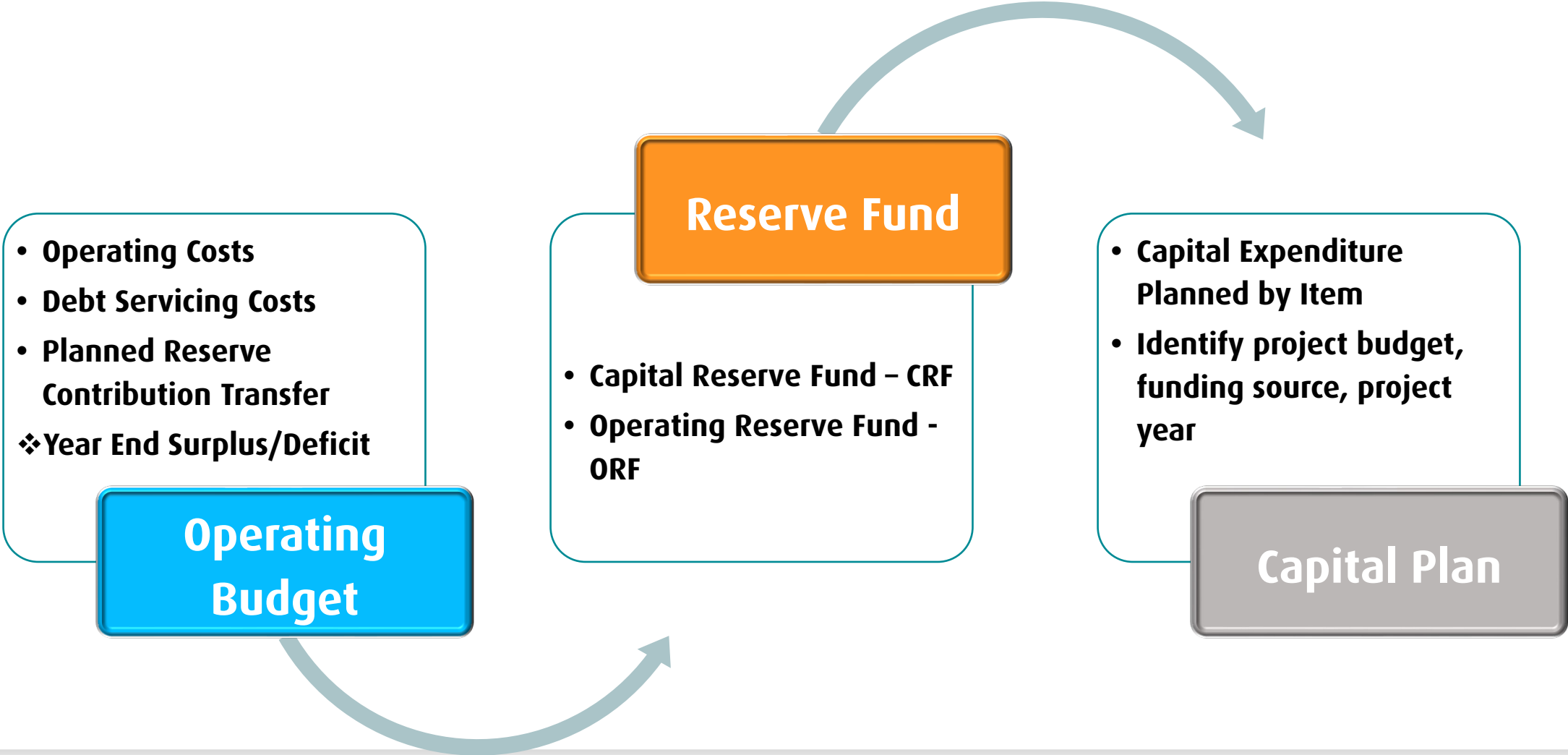
- Costing of resourcing required to implement actions
- Impact analysis on participants and the organization
- Financing strategies to meet cash flow requirements

3 Budget Approval



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

Three Major Budget Components



Skana Water Service Budget

Operating Budgets:

Reflect the annual costs to operate the service. The operating budget for 2026 is estimated at **\$130,520**

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

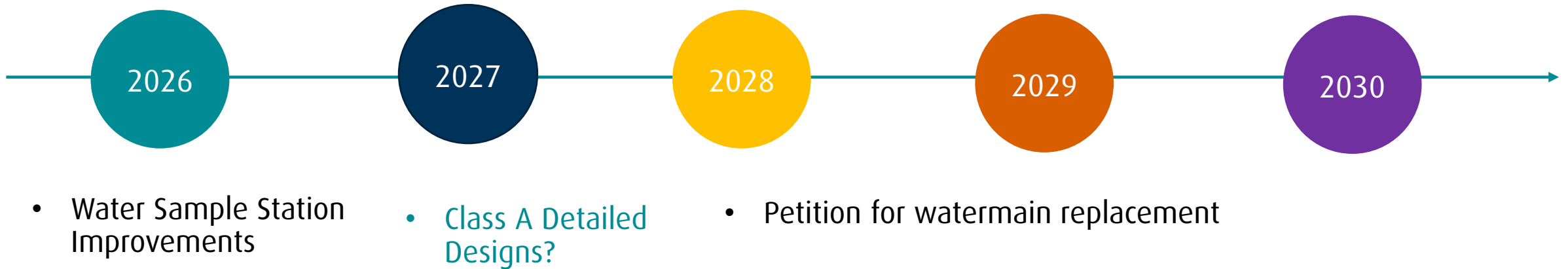
Capital Expenditure Plan

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 **\$50,000**

Key initiatives



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

CAPITAL PLAN ITEMS NEEDING LOAN AUTHORIZATION:

- Storage Tank Replacement
- Well Protection Upgrades
- Source Water Surveillance (CWF?)
- Watermain Replacement (new)

Links and Resources:

- [Skana Water Service Area I CRD](#)
- [Skana Water Service Committee](#)
- [Board Procedures Bylaw, 2012 \(Consolidated\) | Capital Regional District](#)

2026 Meeting Schedule & Locations

Skana Water Service Committee:

- Thursday May 7, 2026, 10:00 am – Panorama Rec Centre
 - Tuesday June 30, 9:30am – **Online?**
 - Thurs October 29, 9:30am - SPWWTP
-
- * Agenda deadlines for new business – 2 weeks
 - * Agendas distributed one week ahead of meetings.



Thank you



@crdvictoria



Capital Regional District



CRDVictoria



crd.bc.ca

From: [Warren Korol](#)
To: [Megan M MacDonald](#); [Justine Starke](#); [Stephen Henderson](#); [Denise Dionne](#); [Marlene Lagoa](#)
Cc: [REDACTED] [Paul Brent](#); [REDACTED]
Subject: Addition to Agenda Package - Skana Water Service Committee - April Meeting
Date: Monday, April 27, 2026 8:04:05 AM
Attachments: [FinalSkanaWaterProposal.pdf](#)

CRD IT SECURITY WARNING: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Hello all:

Residents of the Skana Water System have prepared a proposal for an alternative approach to the capital plan of the failed 2025 financing petition. They have presented this to the committee members for serious consideration and inclusion in the Skana Water capital plan going forward. Their proposal is backed by a tremendous amount of work and research and deserves fair consideration.

Please include the attached document in the April meeting and ensure the document is issued in the meeting agenda package. The intent is to come out of the meeting with a collaborative path forward to incorporate the good work in this proposal so that the necessary upgrades to the Skana system can be completed as quickly and affordably as possible.

Thanks in advance from the committee and the community.

Warren Korol

Sent from my iPhone

Skana Water District – Background, Rationale, and Alternative Proposal

Executive Summary

The ratepayers of the Skana Water District (SWD) have been in discussion about the renewal of the tanks and infrastructure for many years, preceding the recent petition and continuing to the present. Through informal conversation and following a public information meeting with CRD staff and a community meeting that did not include CRD some elements of consensus have emerged for a lower-cost, phased alternative using polyethylene (poly) tanks. A community petition to proceed with steel tank replacement did not receive sufficient support, largely due to the scale of projected costs and long-term financial impacts on a small ratepayer base.

This document sketches a practical, phased poly tank replacement plan that provides context for this option and outlines criteria that reflect community priorities. The ratepayers expectation of the water system includes safe and reliable water in a cost effective, economical and sustainable manner. The proposed approach maintains technical reliability while reducing financial burden, improving adaptability to climate change and technological advances, and allowing for future increases in storage capacity. SWD residents are eager to work collaboratively with the CRD to refine estimates, confirm technical requirements, and identify a mutually acceptable path forward.

The residents of the Skana Water District respectfully submit the following proposal for consideration in keeping with the CRD mission to work openly, inclusively and efficiently with residents.

“Our mission is to serve the public good, plan for the future, and help build a livable, sustainable, and resilient region. We work across municipal and electoral area boundaries to deliver services to residents regionally, sub-regionally and locally, through an inclusive, efficient and open organization.

To continue embracing cooperation, innovation and bold leadership in the delivery of services that contribute to a liveable, sustainable, and resilient region. We will continue fostering a region where all residents are included and have access to a quality of life that is fulfilling and where there is a healthy environment for current and future generations. — Capital Regional District

Note on cost figures: The figures referenced in this document are target values developed through preliminary research, review of publicly available information, and discussions with individuals experienced in small water system infrastructure projects. Several SWD residents

are willing to work with CRD staff and the Water Board to refine and confirm costs as the project advances.

1. Introduction and Purpose

The Skana Water District (SWD) is providing this document to outline the rationale for reconsidering the CRD's proposed replacement of two existing 46 m³ steel water storage tanks. Following the unsuccessful petition to proceed with steel tank replacement, this proposal offers:

- A concise overview of local system context;
- Decision-making criteria grounded in community priorities; and
- A feasible, phased alternative centered on poly tank infrastructure.

This proposal seeks to support a collaborative community-aligned path forward that balances technical reliability, fiscal responsibility and future adaptability.

2. Background

The Skana Water District is a small community water system on Mayne Island, British Columbia, serving 54 connected users and approximately 20 unconnected parcels. Historically, system upgrade costs have been shared across both groups.

The system currently relies on two horizontal steel storage tanks, each with a capacity of 46 m³. These tanks are at end of life and require replacement to ensure continued system reliability and neighbourhood water security.

The CRD's 2025 proposal replaces the existing tanks with vertical steel units of equivalent capacity and an anticipated service life of approximately 50 years. This approach closely mirrors an earlier CRD initiative from 2016, which identified three options:

- Repair existing tanks – \$73,000
- Replace with poly tanks – \$213,000
- Replace with steel tanks – \$400,000

Although a referendum was planned and budgeted for in 2017, it was not carried out. Nearly a decade later, the community is presented with a single option—steel tank replacement—now estimated at approximately \$940,000. When combined with the proposed upgrade of the secondary well (\$160,000), the total project cost reaches approximately \$1.1 million (±50%). This level of investment was rejected by a majority of ratepayers.

It is also noteworthy that CRD minutes of meetings with the Skana Water Board indicate discussion of tank replacement as early as 2005, with limited progress over the subsequent two decades.

3. Criteria for Selecting a Replacement System

While steel tanks may be technically robust, technical performance alone is insufficient for decision-making in a small, ratepayer-funded system. The following criteria reflect the priorities and constraints of the Skana Water District community.

a. Cost and Long-Term Affordability

The projected cost of steel tanks places a significant financial burden on households within a small water system. A 25-year amortization period substantially increases total costs due to interest, compounding long-term impacts on homeowners. Lower-cost infrastructure reduces both immediate assessments and lifetime household expenditures.

Following the failed petition, the CRD also indicated its intention to proceed with piping upgrades within the district, further increasing anticipated costs to residents. Selecting a fiscally conservative option for tank replacement is therefore a prudent and responsible approach.

b. Climate Change and System Adaptability

The Skana water system was designed in the 1970s, when climatic conditions were more stable. Increasing drought frequency, aquifer stress, and seasonal variability now require infrastructure that can adapt over time. Systems with shorter life cycles (20–30 years) allow communities to respond more effectively to emerging climate realities.

c. Technological Change

Advances in water system monitoring, automation, and treatment are accelerating. Lower-cost components that can be replaced or upgraded more frequently reduce the risk of locking the community into outdated technology for multiple generations.

d. Option to Increase Storage Capacity

Prolonged drought conditions in the Gulf Islands make increased storage capacity a strategic priority. The proposed steel replacement maintains existing capacity, whereas poly tank systems offer modular expansion. Additional tanks can be added in future phases without major structural reconfiguration or prohibitive costs.

e. Site Access and Installation Practicality

The existing tank site presents logistical challenges. Transporting and installing large steel tanks is complex, costly, and disruptive. poly tanks are lighter, easier to transport, safer to install, and more flexible for future reconfiguration.

When evaluated against these criteria—cost, flexibility, adaptability, expandability, and constructability—poly tanks emerge as the most balanced and practical solution. This option was previously recognized by the CRD in 2016 and remains well-suited to current conditions.

4. Proposed Phased Project Plan

A phased approach spreads costs over time, minimizes long-term borrowing, and reduces financial risk for residents. It also aligns with the considered project timeline, as CRD work is not expected to begin for at least two years. Phasing may additionally allow smaller, local contractors to participate, supporting the Mayne Island economy.

Phase One – Year 1

Objectives

- Remove existing horizontal steel tanks and saddle foundations.
- Complete engineering assessment and construct reinforced concrete foundations.
- Purchase, transport, anchor, and commission two 46 m³ poly tanks.

Scope

- Structural engineering and soil assessment
- Removal of steel tanks and foundations
- Excavation and construction of reinforced concrete foundations
- Purchase and installation of poly tanks
- Temporary poly tank rental if required during construction
- Piping upgrades between pump house and tanks, if necessary

Estimated Project Cost: \$432,000 (including contingency)

Estimated Cost per Household (74 participants): \$5,837.84

This target estimate reflects conservative assumptions based on the 2016 CRD poly tank estimate, adjusted upward to account for inflation, increased material costs, and contingency allowances.

Phase Two – Year 2

Objectives

- Upgrade the secondary well to improve system resilience and operational reliability.
- Add additional storage capacity, if feasible.

Scope

- CRD-specified secondary well upgrade

Estimated Project Cost: \$160,000

Estimated Cost per Household (74 participants): \$2,162.17

Potential Total Project Cost: \$592,000

Potential Total Cost per Household: \$8,000 (approx.)

5. Conclusion and Requested Next Steps

The Skana Water District community has clearly indicated that the current CRD proposal to replace steel tanks does not align with local fiscal realities or community priorities. A poly tank system offers a technically sound, financially responsible, and future-flexible alternative that better addresses climate uncertainty, site constraints, and long-term resilience.

SWD respectfully requests that the CRD:

1. Formally pursue the poly tank option in collaboration with the SWD board.
2. Consider the phased implementation plan outlined in this document; and
3. Work collaboratively with community representatives to refine cost estimates and confirm technical requirements.

The Skana Water District remains committed to supporting a timely, cooperative, and fiscally responsible solution that serves current residents while preserving flexibility for future generations.