Capital Regional District
625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Skana Water Service Committee

Thursday, May 7, 2026 | **10:00 AM** | **Panorama Recreation Centre Boardroom**
1885 Forest Park Drive
North Saanich, BC V8L 4A3

PRESENT
W. Korol (Chair), R. Anthony (Vice-Chair), P. Brent (EA Director), R. Percival

STAFF: S. Henderson, General Manager, Electoral Area Services; J. Dales, Senior Manager, Wastewater Infrastructure Operations; S. May, Senior Manager, Corporate Capital Projects Delivery Services, Infrastructure and Water Services (EP); J. Starke, Senior Manager, Southern Gulf Islands Administration; J. Kelly, Manager, Infrastructure and Water Services Capital Projects; M. Miklea, Manager, Legislative Services/Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

The meeting was called to order at 9:58 am.

1. Territorial Acknowledgement

J. Starke provided a Territorial Acknowledgement.

2. Election of Chair

J. Starke called for nominations for the position of Chair of the Skana Water Service Committee for 2026.

P. Brent nominated W. Korol. W. Korol accepted the nomination.

J. Starke called for nominations a second time.

J. Starke called for nominations a third and final time.

Hearing no further nominations, J. Starke declared Warren Korol the Chair of the Skana Water Service Committee for 2026 by acclamation.

3. Election of Vice Chair

The Chair called for nominations for the positions of Vice Chair of the Skana Water Service Committee for 2026.

P. Brent nominated R. Anthony. R. Anthony accepted the nomination.

The Chair called for nominations a second time.

The Chair called for nominations a third and final time.

Hearing no further nominations, the Chair declared Robert Anthony the Vice Chair of the Skana Water Service Committee for 2026 by acclamation.

4. Approval of Agenda

MOVED by W. Korol, SECONDED by P. Brent,
That the agenda for the Skana Water Service Committee of May 7, 2026 be approved as amended by adding the following items under 10. New Business:
- 10.2. Confirmation of Properties in the System
- 10.3. Rejected Request for Facility Documentation
- 10.4. Operational Highlights since October 2025
- 10.5. Review Appropriate Water Conservation Levels to Hold
- 10.6. CRD Operator Attendance on Skana Systems
- 10.7. Minutes of Reports, Recorded Updates and Corrections
CARRIED

5. Adoption of Minutes

5.1. 26-0363 Minutes of the Skana Water Service Committee meeting of October 23, 2025

MOVED by P. Brent, SECONDED by R. Anthony,
That the minutes of the Skana Water Service Committee meeting of October 23, 2026 be adopted as amended:
- Item 8.4., add the word "excessive" between "an" and "expense";
- Item 8.5., add the words "Capital Regional District Board Procedures Bylaw, 2012" between "of" and "procedures".
CARRIED

6. Chair's Remarks

Chair Korol welcomed Robert Percival to the committee and thanked Tim Atkinson for being in attendance at today's meeting.

7. Presentations/Delegations

There were no presentations or delegations.

8. Commission Business

8.1. 26-0505 Senior Manager's Verbal Update - May

J. Dales advised due to staff illness there were no updates at this time.

8.2. 26-0255 Committee Orientation

J. Starke presented Item 8.2. for information.

Discussion ensued on the following:
- future and current communication strategies with rate payers
- collaboration techniques to report committee decisions
- open meeting definitions as per the community charter
- Committee may meet informally but may not advance business or make decisions outside of a public meeting
- CRD park water connections potentially noted on service maps
- budget timeframes as to when annual report, service planning and budget preparations happen
- budget cycles and timelines to ensure incorporations can be made
- budget inclusions for capital projects and operating and capital reserves
- historical capital reserves and corrections to increase reserves
- service area boundaries, loan authorization and petition processes
- threshold for loan authorization and borrowing rates from Municipal Finance Authority

10. New Business

10.1. 26-0500 Correspondence from Warren Korol dated April 27, 2026; Re: Skana Water District - Background, Rationale, and Alternative Proposal

W. Korol spoke to Item 10.1.

Discussion ensued on the following:
- design classes, progress, estimates and cost comparisons between steel and poly tanks
- consideration to include cost of geotechnical assessments in project budget
- financial, borrowing authorization options
- controlled release of funds and staging of funding opportunities
- comparison between 2016 and 2025 tank assessment reports
- asset report cards and 40 year window spike indicators
- future communication with rate payers and potential new petition
- workflow understanding and financial expectations
- asset value and capital reserve variations
- cost effective collaboration and directions versus decisions
- roles and responsibilities of committee and staff
- project standards and contingencies

9. Notice(s) of Motion

9.1. **26-0569** Tank Installation Process Phasing

Chair Korol proposed the following Notice of Motion with same day consideration:
"That staff provide to the Committee a detailed plan of the tank replacement project, including required time, phasing and approximate cost of the next phase in order to ensure completion by the end of 2029."

MOVED by P. Brent, SECONDED by R. Anthony,
That same day consideration be applied to the Notice of Motion.
CARRIED

Discussion ensued on staff capacity to report back on general project processes in time for the next committee meeting.

Moved by W. Korol, SECONDED by R. Anthony,
That staff provide to the Committee a detailed plan of the tank replacement project, including required time, phasing and approximate cost of the next phase in order to ensure completion by the end of 2029.
CARRIED

10. New Business

10.2. Confirmation of Properties in the System

W. Korol spoke to Item 10.2.

Discussion ensued on the update of the map including the removal of two properties not in the system and potential update of the labeling of CRD facilities.

10.3. Rejected Request for Facility Documentation

W. Korol spoke to Item 10.3. and advised that discussion was no longer necessary as a result of the motion requesting tank replacement plan details.

10.5. Review Appropriate Water Conservation Levels to Hold

W. Korol spoke to Item 10.5.

Discussion ensued on water restrictions and how it is based on system conditions.

MOVED by W. Korol, SECONDED by P. Brent,
That same day consideration be applied to the Motion Arising.
CARRIED

Motion Arising:
MOVED by W. Korol, SECONDED by P. Brent,
That staff be directed to consider increasing the current water conservation level and allow for future increases or decreases, as necessary.
CARRIED

10.7. Minutes of Reports, Recorded Updates and Corrections

W. Korol spoke to Item 10.7.

Discussion ensued on posting of previous minutes, how corrections are made to amended minutes of the committee and considerations to discussion points to provide more information.

10.6. CRD Operator Attendance on Skana Systems

W. Korol spoke to Item 10.6.

Discussion ensued on the potential CRD operators versus contractors taking samples and the sampling processes in place for Skana.

10.4. Operational Highlights since October 2025

W. Korol spoke to Item 10.4.

Information will be reported out in June and concerns will be addressed during that meeting.

11. Adjournment

MOVED by R. Anthony, SECONDED by R. Percival,
That the Skana Water Service Committee meeting of May 7, 2026 be adjourned at 12:36 pm.
CARRIED

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CHAIR

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RECORDER