



Making a difference...together

**MINUTES OF A MEETING OF THE Lyall Harbour Boot Cove Water Local Service Committee, held Thursday, November 14, 2024 at 9:30 a.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** A. Olsen (Chair); J. Crerar; P. Brent (EA Director) (EP); T. McLeod (EP)

**Staff:** J. Marr, Senior Manager, Infrastructure Planning & Engineering; D. Robson, Manager, Saanich Peninsula & Gulf Island Operations; J. Kelly, Manager, Capital Projects; C. Moch, Manager, Water Quality; L. Xu, Manager, Local Services & Corporate Grants; K. Vincent, Senior Financial Advisor (EP); D. Dionne (Recorder)

**REGRETS:** I. Rowe

EP = Electronic Participation

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

**1. TERRITORIAL ACKNOWLEDGEMENT**

The Chair provided the Territorial Acknowledgement.

**2. APPROVAL OF AGENDA**

**MOVED** by P. Brent, **SECONDED** by T. McLeod,  
That the agenda be approved.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by P. Brent, **SECONDED** by T. McLeod,  
That the minutes of the June 27, 2024 Lyall Harbour Boot Cove Water Local Service Committee meeting be adopted.

**CARRIED**

**4. CHAIR'S REMARKS**

The Chair made no remarks.

**5. PRESENTATIONS/DELEGATIONS**

There were none.

**6. SENIOR MANAGER'S REPORT**

J. Marr provided the following updates:

- Private property winterization. The Capital Regional District (CRD) is running a campaign to inform homeowners within small water systems the benefits of winterizing their properties to prevent leaks during the cold season. Information has been shared on social media platforms and on the respective CRD Drinking Water Systems webpages.

- Grant application for water conservation signage. CRD was successful in receiving a grant from the Union of British Columbia Municipalities for permanent water conservation signage. The signage will display current water restriction levels and will be installed in the community, replacing the current sandwich boards. It is anticipated that there will be no cost to the service for the signs or installation.

## 7. COMMITTEE BUSINESS

### 7.1. 2025 Operating and Capital Budget

J. Marr introduced item 7.1. and provided an overview of the 5-year capital plan.

Discussion ensued and staff responded to questions from the Committee regarding:

- **Alternative approval process (AAP) funding:** Staff advised the AAP is to be funded through the Capital Reserve Fund for \$20,000 in 2025. The AAP is required in order to obtain electoral input for the borrowing strategy.
- **Culvert work on Harris Road:** Staff advised that the Ministry of Transportation and Infrastructure (MoTI) are completing the culvert work on Harris Road. Staff noted while MoTI is completing the work, CRD will pay for a portion of the culvert.
- **Well assessment timeline:** Staff advised that as soon as funding is in place, work for the well assessment will commence.
- **Supply line upgrades (Project 22-01):** Staff recommended increasing the size of the existing line to improve water flow, which will enhance water quality. The associated costs will be covered under the AAP. Once funding is secured, the project may commence earlier.
- **Annual cost for debt servicing:** L. Xu directed the committee to the simulation on page 9 of the agenda package. The cost is approximately \$30,000 which is roughly one third of the full amount. Staff anticipate that the borrowing rate will decrease by the time of borrowing.

**MOVED** by T. McLeod, **SECONDED** by P. Brent,

1. That the 2025 operating and capital budget for Lyall Harbour/Boot Cove Water Service be approved as presented and that the 2024 actual operating deficit be balanced on the 2024 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund); and
2. That the Lyall Harbour/Boot Cove Water Local Service Committee recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2025 Operating and Capital Budget and the five-year Financial Plan for the Lyall Harbour/Boot Cove Water Service as presented.

**CARRIED**

### 7.2. Capital Project Status Reports and Operational Updates – November 2024

J. Kelly introduced the report and provided an update on capital projects.

Discussion took place regarding the potential of upgrading the current water treatment. Staff advised that the intent is that the ground water source will be good quality and will not require upgrading the water treatment. If the water quality is insufficient resulting in boil water advisories (BWA's), Island Health may provide a compliance order. Discussion ensued regarding BWA's.

J. Dales provided an update on water operations.

The report was received for information.

## 8. CORRESPONDENCE

There was none.

## 9. NEW BUSINESS

The Committee inquired about the location of the four new connections to the Lyall Harbour/Boot Cove Water System. Staff responded that they would follow up on this request, as specific connection locations may not be disclosed due to privacy concerns.

Discussion ensued regarding implementing a water consumption rate to influence water conservation.

A discussion was held concerning the upcoming AAP and the significance of keeping the community informed. Staff indicated that the AAP process is expected to commence in the first quarter of the year and will be conducted in collaboration with CRD's Legislative Services department, however, a design assessment is necessary to determine the required borrowing amount.

## 10. ADJOURNMENT

**MOVED** by T. McLeod, **SECONDED** by J. Crerar,  
That the November 14, 2024 Lyall Harbour Boot Cove Water Local Service Committee meeting be adjourned at 10:51 am.

**CARRIED**

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**CHAIR**

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**SECRETARY**