



Making a difference...together

**MINUTES OF A MEETING OF THE Skana Water Service Committee, held Friday, February 16, 2024 at 2 p.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** W. Korol (Chair) (EP); R. Anthony (Vice Chair) (EP); M. Bentley (EP); P. Brent (EA Director) (EP)  
**Staff:** J. Kelly, Manager, Capital Projects; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; J. Dales, Senior Manager, Infrastructure Wastewater Operations; C. Moch, Manager, Water Quality; M. Risvold (Recorder)

**REGRETS:** B. Hill

EP = Electronic Participation

The meeting was called to order at 2 pm.

**1. ELECTION OF CHAIR**

The Senior Manager called for nominations for the position of Chair of the Skana Water Service Committee for the term ending December 31, 2024.

R. Anthony nominated W. Korol. W. Korol accepted the nomination.

The Senior Manager called for nominations a second time.

The Senior Manager called for nominations a third and final time.

Hearing no further nominations, the Senior Manager declared W. Korol Chair of the Skana Water Service Committee for the term ending December 31, 2024, by acclamation.

**2. ELECTION OF VICE CHAIR**

The Chair called for nominations for the position of Vice Chair of the Skana Water Service Committee for the term ending December 31, 2024.

W. Korol 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 R. Anthony Vice Chair of the Skana Water Service Committee for the term ending December 31, 2024, by acclamation.

**3. APPROVAL OF AGENDA**

**MOVED** by W. Korol, **SECONDED** by R. Anthony,  
That the agenda be approved.

**CARRIED**

#### 4. ADOPTION OF MINUTES

Follow-up discussion took place from the November 9, 2023 meeting regarding the “Tank action plan – question submitted from a previous meeting”. Staff advised it is still a priority to proceed with capital projects, however, there is time to complete an options assessment for the tanks. Staff recommend replacing the tanks within one year.

The following sentence was added to item 5 of the November 9, 2023 meeting minutes: “Staff noted the tank replacement is not imminent in the next year, allowing time for proper study and planning.”

The following items were added to item 6.1 November 9, 2023 meeting minutes: “Discussion ensued regarding:

- Asset management plan
- Asset value
- The need for capital reserve fund balances”

**MOVED** by M. Bentley, **SECONDED** by W. Korol,  
That the minutes of the November 9, 2023 Skana Water Service Committee meeting be adopted as amended.

**CARRIED**

#### 5. CHAIR’S REMARKS

The committee advised it is difficult to hear meeting proceedings on the public dial-in line. The feedback was received by staff and will be reviewed internally.

#### 6. PRESENTATIONS/DELEGATIONS

There were none.

#### 7. SENIOR MANAGER’S REPORT

##### *Operations and maintenance contractor Request for Proposal (RFP)*

Staff advised an RFP for the Skana and Surfside water services will be going live soon for approximately one month. A selection process will take place providing there is a significant number of bids. Staff will inform the committee when the RFP is issued. Staff advised they will pursue other avenues for advertising once the RFP is posted live through CRD channels.

The chair requested that the RFP is shared with the committee so it can be shared on their local Facebook page.

##### *Electoral Areas Water Conservation Bylaw update*

Staff advised all water restrictions were lifted in early December. Communications enacting the different stages of water restrictions were primarily through social media and CRD website channels, as well as posting the various stages throughout the community. Staff noted this bylaw is an important step for trying to achieve water conservation.

The committee asked if electronic water billing email lists can be used to notify the community of water restrictions. Staff advised there are regulations on what can be sent out electronically. Personal email information retained for water billing purposes cannot be used to send bulk emails from CRD regarding water restrictions or other notifications.

## 8. COMMITTEE BUSINESS

### 8.1. Project and Operations Update

Staff provided an update on capital projects and operations.

Discussion ensued with staff responding to the following questions:

- Budget and timeframe for capital project 18-01 Storage Tank Replacement. Staff advised the project was added to the November 2023 budget which was provisionally approved by the committee. The Board reviews and approves the budget for all services in March. Until the Board approves the budget, there is no authorization to begin the project. Staff intend to have further information available in November with the caveat of other priorities and resources.
- What work has been done the study to develop the scope and budget for SCADA automation. Staff advised no action has been taken to date but would like to start the work at the same time as the storage tank replacement. Staff anticipate the work beginning in Q2.
- Alternative approval process (AAP). Staff advised an AAP will likely take place in 2025. Once the project has been fully scoped and the cost is determined for full automation, a further discussion will take place with the committee.
- CRD staff travelling to Mayne Island for system maintenance. Staff advised CRD staff travelling to the island was only marginally higher than having an on-island contractor.
- If the committee can be involved with applicants relating to the RFP process. Staff advised they can provide the committee with feedback but must respect the confidentiality of the applicants as there is a legal process to go through.

Staff provided an update on disinfection by-products (DBP's) noting the following:

- The last round of analysis done on DBP's at the beginning of February.
- The numbers are on an upwards trend, but not as high as previous years during the winter.
- There was a slight exceedance on the haloacetic acid (HAA) in one location.
- THM's were slightly under the health limit.
- Low concentration coliform hits.
- Water samples are taken monthly.

Discussion ensued regarding:

- Wells that have not been located
- Surface seepage
- Private wells
- Potential buried wells
- Relying on staff to obtain water samples
- Contracted operator cost for the service

## 9. SKANA WATER SERVICE COMMITTEE MEETING SCHEDULE

Regular meetings of the Skana Water Service Committee shall be held in the Goldstream Conference Room, 479 Island Highway, Victoria, BC in February, June, and in November to approve the Operating and Capital Budget.

**10. CORRESPONDENCE**

There was none.

**11. NEW BUSINESS**

The committee asked staff if the next meeting can be held on Mayne Island so the public can attend to avoid the presentation and delegation process of meetings. Staff advised it can be reviewed internally and noted additional costs will be incurred to the water service if staff travel to the island for meetings.

**12. ADJOURNMENT**

**MOVED** by R. Anthony, **SECONDED** by M. Bentley,  
That the February 16, 2024 Skana Water Service Committee meeting be adjourned at 3:39 pm.

**CARRIED**

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**CHAIR**

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**SECRETARY**