



Making a difference...together

**MINUTES OF A MEETING OF THE Skana Water Service Committee, held Thursday, October 31, 2024 at 9:30 a.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** W. Korol (Chair); R. Anthony (Vice Chair); P. Brent (EA Director); B. Hill (EP)  
**Staff:** J. Marr, Senior Manager, Infrastructure Engineering; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; J. Kelly, Manager, Capital Projects, L. Xu, Manager, Local Services and Corporate Grants; C. Moch, Manager, Water Quality; L. Hardiman, Manager, Asset Management; M. Risvold (Recorder)

**REGRETS:**

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**

The order of committee business was amended:

- 7.1 Capital Project Status Reports and Operational Updates – October 2024
- 7.2 Asset Replacement Report Card
- 7.3 2025 budget

Two items were added to New Business:

- 9.1 Issuance of agenda
- 9.2 Disinfection Byproducts Update

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

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by R. Anthony, **SECONDED** by W. Korol,  
That the minutes of the February 16, 2024 Skana Water Service Committee meeting be adopted as circulated.

**CARRIED**

**4. CHAIR'S REMARKS**

The Chair's remarks are available upon request.

The following concerns were shared:

- The community wants a chance to have their voices heard.
- The community is aware of the current water system challenges.
- The importance of community engagement.

The Committee requested Infrastructure and Water Services (IWS) hold a community engagement meeting. Director Brent offered to set up an informal meeting with the community and one IWS staff member attending either virtually or in person.

## 5. PRESENTATIONS/DELEGATIONS

There were none.

## 6. SENIOR MANAGER'S REPORT

D. Robson provided the following updates:

- 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.
- The Skana Water System is currently on Stage 3 water restrictions. Water quantity has been improving and water consumption has been reducing. It is anticipated that the current water restrictions will be removed in the coming weeks.
- 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.

Discussion ensued regarding:

- The ability to share CRD content on Mayne Island's social media webpages.
- The ability to improve the current water conservation initiatives.
- Different water conservation measures taken for other small water systems on Mayne Island.
- The Committee advised more than one sign is needed, possibly up to three, to reach all members of the system.

## 7. COMMITTEE BUSINESS

### 7.1. Capital Project Status Reports and Operational Updates – October 2024

Staff spoke to item 7.1.

Discussion ensued on the following items:

- **Project 24-02 Storage Tank Options Assessment:** Staff confirmed Associated Engineering is the consultant. The consultant was asked to review material options, supervisory control and data acquisition (SCADA) data, and site configuration. Staff also wanted a life cycle aspect but are aware of financial implications. The committee requested greater detail on report tables to indicate project completion status. Staff confirmed that completed projects are marked as complete, and dates indicated in the future are forecasted and this is not followed consistently and will be followed more consistently in future..
- **Decommissioning Unused Wells:** Letters were sent to specific homeowners. Two private wells couldn't be located and are assumed buried.

Additional discussion points include:

- Potential implications or liability regarding another water system using a CRD well.
  - Concerns of saltwater intrusion.
  - The lowest value solution for protecting the water supply and storage tanks.
  - Options for reusing the existing tanks.
- **Water Operations Update:** 42 cubic meters of water were delivered to Skana Water Service to allow Wells #13 and #8 to recover. Drought response claims were submitted to Emergency Management and Climate Readiness (EMCR), covering water delivery fees but not staff time.
  - **Skana Water System:** Inquiry about individual water meters and tiered rate structure. Skana Water Service has meters but operates on a fixed fee structure, which does not incentivize water conservation.
  - **Contract Completion for On-Island Operator:** The award for an on-island operator is complete, and the contract is in process. Training for the new operator is ongoing.
  - **Level of Service for the Water System:** The operator will likely work two days per week, with additional days as required. Contract services will be provided to both Surfside and Skana Water Systems on Mayne Island.

Additional discussion points include:

- Water conservation bylaw enforcement and Mayne Island-specific water restrictions
  - Frequency of operators conducting well maintenance
  - Reservoir flushing
  - Publishing recorded meetings on YouTube
  - Public consternation regarding upcoming capital work to the storage tank
  - Community apprehension regarding an alternative approval process (AAP).
- **AAP Public Engagement:** Materials provided to the committee are published on the CRD website. Director Brent would attend a public meeting on Mayne Island prior to the AAP. The Chair will provide a date and time that is best to capture the community.
  - **Water Quality Complaint:** Director Brent attended to a customer complaint. Additional water samples were tested for bacteriological and various metals, and results showed no concerns regarding water quality.

The report was received for information.

## 7.2. Asset Replacement Report Card

Staff spoke to item 7.2.

Discussion ensued regarding:

- Condition of water storage tanks
- Well assessments
- The use of fire hydrants for water flushing
- 2025 AAP and loan authorization

The report was received for information.

### 7.3. Skana Water Service 2025 Operating and Capital Budget

Staff spoke to item 7.3.

The committee discussed the budget preparation for the Skana Water Service, scheduled for July. They emphasized the importance of this information for potential budget revisions. Staff mentioned that this is the standard budgeting process for 200 services within the CRD and that the budget materials presented are forecasted. The Committee requested that the budget more clearly state the date the estimated year end totals were calculated.

**MOVED** by R. Anthony, **SECONDED** by B. Hill,

That the 2025 operating and capital budget for Skana 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).

**CARRIED**

**MOVED** by R. Anthony, **SECONDED** by B. Hill,

That the Skana Water Service Committee recommends that Electoral Areas Committee recommend to the Capital Regional District Board that the 2025 Operating and Capital Budget and the five-year Financial Plan for the Skana Water Service be approved as presented.

**CARRIED**

The committee shared that homeowners have expressed concerns and distress regarding the water system. Staff acknowledged the committees' concerns, stating this is a highly regulated drinking water service. There are compliance issues and aging infrastructure to maintain for service delivery.

## 8. CORRESPONDENCE

There was no correspondence.

## 9. NEW BUSINESS

### 9.1. Issuance of Agenda

The committee asked to receive their agendas 10 business days prior to the meeting date. Staff advised that all standing committees follow the same corporate protocol for issuing agendas and meeting materials 72 hours prior to the meeting date. The CRD Board and Standing Committees meet on Wednesdays and the agendas are published on Fridays.

### 9.2. Disinfection Byproducts (DBP) Update

Staff reported that the DBP levels are within the guidelines and expressed optimism regarding the success of the well decommissioning project. The second sampling station at Waugh Road was also below the health guideline limits.

Discussion ensued regarding:

- Rainfall and atmospheric river impacts
- Aquifer recharge after wet weather

**10. ADJOURNMENT**

**MOVED** by B. Hill, **SECONDED** by R. Anthony,  
That the October 31, 2024 Skana Water Service Committee meeting be adjourned at 12:24  
pm.

**CARRIED**

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**CHAIR**

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**SECRETARY**