



Making a difference...together

**MINUTES OF A MEETING OF THE Surfside Park Estates Water Service Committee, held Thursday, October 31, 2024 at 2 p.m., In the Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT:** **Committee Members:** L. Vallee (Chair); K. Wall (Vice Chair); P. Brent (EA Director) (EP); W. Mulvin (EP)

**Staff:** J. Marr, Senior Manager, Infrastructure Engineering; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; L. Xu, Manager, Local Services and Corporate Grants; N. Tokgoz, Manager, Water Distribution Engineering and Planning; M. Risvold (Recorder)

**REGRETS:** R. Noyes

EP = Electronic Participation

The meeting was called to order at 2:07 pm.

**1. TERRITORIAL ACKNOWLEDGEMENT**

The Chair provided the Territorial Acknowledgement.

**2. APPROVAL OF AGENDA**

The order of agenda items 7.1 and 7.2 were switched.

**MOVED** by K. Wall, **SECONDED** by P. Brent,  
That the agenda be approved as amended.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by K. Wall, **SECONDED** by P. Brent,  
That the minutes of the June 27, 2024 Surfside Park Estates Water Service Committee meeting be adopted.

**CARRIED**

**4. CHAIR'S REMARKS**

The Chair thanked everyone for attending the meeting and noted that there are significant decisions to be made with the budget report being presented today.

**5. PRESENTATIONS/DELEGATIONS**

There were none.

**6. SENIOR MANAGER'S REPORT**

Staff 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. Capital Project Status Reports and Operational Updates - October 2024

Staff introduced item 7.1.

Discussion ensued on the following items:

- **Engaging the public for the upcoming Alternative Approval Process (AAP):** Staff mentioned that internal discussions on anticipated debt borrowing are ongoing, and a petition process might be ideal for the service. They also discussed plans in case of insufficient community support for borrowing funds and noted that proven community buy-in and capital plan inclusion favour grant applications.
- **The ability and requirements to apply for available grants:** Staff advised that while grants can be applied for, if they are available, securing grants is more successful when the community has their share of the funds available, and the project is on the capital plan. A decision could be made in January or February 2025 once logistics for an alternative approval process (AAP) or petition are confirmed. The buy-in and approval process takes several months, so it's advisable to start the process soon to move forward.

Discussion ensued regarding:

- The implications of not borrowing funds to upgrade the storage tanks.
- The changes, disposal, and costs associated with arsenic media filters.
- Upcoming water sampling for metals.
- With leaks identified and repaired, there will be fewer filter media replacements, as less treated water will be wasted.
- How the information will be presented to the community to obtain approval for an AAP.

### 7.2. Surfside Park Estates Water Service 2025 Operating and Capital Budget

Staff spoke to item 7.2.

Discussion ensued on the following items:

- **Project 28-01: Watermain Replacement Program** -Staff explained project 28-01 is a placeholder in the budget and is further detailed in the asset management report from the June 27, 2024, meeting. The placeholder indicates the value and future liability of the program. Despite current leakages, significant watermain breaks will require immediate repair.
- **Industry surplus of used stainless steel tanks:** Staff advised that used tanks were not reviewed or considered for the water storage tank upgrade. Staff will review if this is an option. Discussion ensued regarding the storage tank size requirements.

- **Increase in taxes:** Staff directed the committee to page 8 of the agenda package to review the debt simulation table. Staff stated it is important to note that the table is a debt simulation based on assuming all projects are funded by debt, noting there could be future grant opportunities.
- **User charge collection:** Staff advised the user charge is collected by CRD, and billing is issued quarterly. Parcel tax is collected through property taxes, through Ministry of Finance.
- **Cost increases in the coming years:** Staff advised that the most significant increases will occur in 2026 and 2027. The 2025 increase is due to rising operational budget and costs. Compared to last year, the operating reserve is increasing. However, due to last year's deficit, there are insufficient funds to cover all deficits in 2024 from the operating reserve.
- **Loan authorization bylaw for water storage tanks:** Staff advised that obtaining a loan authorization requires a design to determine the borrowing amount. The bylaw must undergo public approval before adoption. If a grant opportunity arises, staff will apply, reducing the borrowing amount if successful. The loan authorization will set a maximum borrowing limit.
- **Grant access:** Staff advised that being part of a regional district provides more access to grant programs, while improvement districts and private systems have very limited access. Staff noted that if the service has its share of funding available, it typically leads to a more successful grant application. Common requirements include providing a 5-year capital plan, dollar value, cost estimates, and studies.

**MOVED** by W. Mulvin, **SECONDED** by K. Wall,

1. That the 2025 Operating and Capital Budget be approved as presented; and \$14,000 2024 deficit be included as an expenditure to be recovered from revenue in the 2025 financial plan as required by Local Government Act (LGA) Section 374 (11); and any remaining deficit be balanced on the 2024 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund).
2. That the Surfside Park Estates Water Service Committee recommends that the Electoral Area Services Committee recommend that the Capital Regional District Board approve the 2025 Operating and Capital Budget and the five-year Financial Plan for the Surfside Park Estates Water Service as presented.

**CARRIED**

## **8. CORRESPONDENCE**

There was none.

## **9. NEW BUSINESS**

Discussion ensued regarding placing water storage tanks in a CRD park and potential disruptions to a popular trail during construction. Staff advised that CRD Regional Parks approval is required to proceed. It would be efficient to add underground power while installing pipe work. The planning process includes determining alignment, water lines, and a communication plan, given the park's heavy usage.

## 10. ADJOURNMENT

**MOVED** by K. Wall, **SECONDED** by W. Mulvin,  
That the October 31, 2024 Surfside Park Estates Water Service Committee meeting be  
adjourned at 2:59 pm.

**CARRIED**

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**CHAIR**

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**SECRETARY**