



Making a difference...together

**MINUTES OF A MEETING OF THE Lyall Harbour Boot Cove Water Local Service Committee, held Thursday, February 9, 2023 at 9:30 a.m., In the Goldstream Meeting Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** Jeanne Crerar (Chair); J. Money (Vice Chair); P. Brent (Electoral Area Director); T. McLeod (EP) A. Olsen; I. Rowe (EP)

**Staff:** J. Marr, Acting Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Wastewater Infrastructure Operations; J. Kelly, Manager, Capital Projects; C. Moch, Manager, Water Quality Operations; L. Xu, Manager, Finance Services (EP); T. Duthie, Manager, Administrative Services; M. Risvold, Committee and Administrative Clerk (Recorder)

EP = Electronic Participation

The meeting was called to order at 9:32.

## **1. ELECTION OF CHAIR**

The Acting Senior Manager called for nominations for the position of Chair of the Lyall Harbour/Boot Cove Water Local Service Committee for the term ending December 31, 2023.

J. Money nominated J. Crerar. J. Crerar accepted the nomination.

The Acting Senior Manager called for nominations a second time.

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

Hearing no further nominations, the Acting Senior Manager declared J. Crerar Chair of the Lyall Harbour/Boot Cove Water Local Service Committee for the term ending December 31, 2023 by acclamation.

## **2. ELECTION OF VICE CHAIR**

The Chair called for nominations for the position of Vice Chair of the Lyall Harbour/Boot Cove Water Local Service Committee for the term ending December 31, 2023.

A. Olsen nominated J. Money. J. Money 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 J. Money Vice Chair of the Lyall Harbour/Boot Cove Water Local Service Committee for the term ending December 31, 2023 by acclamation.

**3. APPROVAL OF AGENDA**

**MOVED** by J. Crerar, **SECONDED** by J. Money,  
That the agenda be approved.

**CARRIED**

**4. ADOPTION OF MINUTES**

**MOVED** by P. Brent, **SECONDED** by J. Money,  
That the minutes of the November 22, 2022 meeting be adopted.

**CARRIED**

**5. CHAIR'S REMARKS**

The Chair thanked staff for:

- Quickly identifying the leak on December 25, 2022
- The timely and informative communication of work in progress
- Advising users when the work was complete

The Chair welcomed T. McLeod to the Committee.

Discussion ensued regarding the recent well transfer with Natures Trust.

**6. PRESENTATIONS/DELEGATIONS**

There were none.

**7. SENIOR MANAGER'S REPORT**

Staff thanked J. Money for organizing the ground water well transfer with Natures Trust and advised the statutory right-of-way (SRW) is being modified to list the well as a Capital Regional District (CRD) asset. The well will be registered with the Province of British Columbia and necessary steps will be taken so the water service can use the well in the future.

Discussion ensued regarding:

- Quality of water produced by the acquired well
- Alternative Approval Process (AAP)
- Source water validity study
- Grant funding

**8. COMMITTEE BUSINESS**

**8.1. Presentation – Lyall Harbour/Boot Cove Water Local Service Committee Orientation**

Staff presented the orientation and responded to questions from the committee regarding:

- The ability for adjustments to be made to an approved budget. Staff advised the approved motion provides direction to staff, and the budget presented to the committee in the fall is a projection for the upcoming year. The fee and charges bylaw provides the ability to adjust the rates. A special meeting would be required to discuss moving funds.

- Completing a well analysis in 2023 with capital project 22-02 Dam Improvements & Regulatory requirements. Staff advised they are not comfortable with completing the well analysis with this capital project as the project cost is undetermined, and an appropriate consultant would need to be contracted.
- Community Works Funds (CWF) from the Electoral Area Director and AAP. Staff advised if CWF can be used for the well analysis, the budget would not likely need to be amended. Staff noted that CWF cannot be used to pay for staff time so a consultant would need to be hired.
- Concern regarding the water quality and boil water advisories (BWA's). Staff advised the water treatment plant upgrades and AAP are to resolve the BWA's.
- Sediment buildup. Staff advised if the pipes are stagnant for a period of time sediment can build up and appear when the water is turned back on.

J. Money left the meeting at 11:02 am.

Requests from the committee:

- Staff to determine how many parcels are not currently connected to the service but could be in the future.
- Staff to investigate CRD's responsibility of the watershed property located around the lake.
- Staff to confirm the funding source for the turbidity pilot project and advise the committee of the estimated delivery times.
- Staff to determine if there is a list containing water system users email addresses that the committee can obtain for communication purposes.

The committee thanked staff for the presentation.

## **8.2. Project and Operations Update**

Staff provided updates on capital projects and service operations.

Discussion ensued regarding:

- Leak detection
- Notifications to homeowners regarding leaks on properties
- Zone meters for detecting leaks
- On-island staff

## **8.3. Referral From Electoral Areas Committee – Electoral Areas Water Conservation Bylaw No. 1, 2022 (Bylaw No. 4492)**

The committee provided the following feedback:

- Would like a communication plan that includes what the bylaw is.
- Would like to see an incentive side as well as a penalty side.

**9. LYALL HARBOUR/BOOT COVE WATER LOCAL SERVICE COMMITTEE MEETING SCHEDULE**

Regular meetings of the Lyall Harbour/Boot Cove Water Local Service Committee shall be held in the Goldstream Conference Room, 479 Island Highway, Victoria, BC on Thursday, February 9, Thursday, June 15 and a date to be determined in November to approve the Operating and Capital Budget. Meetings will commence at 9:30 am unless otherwise determined. Additional meetings are at the call of the Chair, and a special meeting would be required to amend the budget.

**10. CORRESPONDENCE**

There was none.

**11. NEW BUSINESS**

There was none.

**12. ADJOURNMENT**

**MOVED** by P. Brent, **SECONDED** by I. Rowe,  
That the meeting be adjourned at 11:38.

**CARRIED**

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**CHAIR**

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**SECRETARY**