



Making a difference...together

MINUTES OF A MEETING OF THE Skana Water Service Committee, held Friday, February 10, 2023 at 9:30 a.m., In the Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: Committee Members: W. Korol (Chair); M. Bentley (Vice-Chair); P. Brent, (Electoral Area Director); R. Johnston

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

REGRETS: B. Hill

EP = Electronic Participation

The meeting was called to order at 9:35.

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, 2023.

R. Johnson 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, 2023 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, 2023.

W. Korol nominated M. Bentley. M. Bentley 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 M. Bentley Vice Chair of the Skana Water Service Committee for the term ending December 31, 2023 by acclamation.

3. APPROVAL OF AGENDA

MOVED by M. Bentley, **SECONDED** by R. Johnson,
That the agenda be approved.

CARRIED

4. ADOPTION OF MINUTES

MOVED by R. Johnson, **SECONDED** by M. Bentley,
That the minutes of the November 24, 2022 meeting be adopted.

CARRIED

5. CHAIR'S REMARKS

The Chair made no remarks.

6. PRESENTATIONS/DELEGATIONS

There were none.

7. SENIOR MANAGER'S REPORT

J. Dales advised that staff are working on a contract for an on-island operator and the request for proposal (RFP) will be issued in the coming days. In the interim, island support and maintenance activities are conducted by Capital Regional District (CRD) operations staff.

Responding to questions from the committee regarding how the RFP is communicated, staff advised that it is published online and in local media. Staff will provide the RFP details to the Chair as requested. Discussion ensued.

Staff provided an update on communications and advised CRD emails are unable to be provided for the following reasons:

- There is a different requirement and level of control for staff and non-staff members.
- Staff are unable to maintain public email addresses.
- Risk management and liabilities.

CRD will continue to provide service notifications by doorhangers, social media and additional educational resources online. System users who did not receive an alert from the Public Advisory Notification System (PANS) are encouraged to ensure they are signed up to receive the alerts. The Chair inquired if alerts can be sent to subscribers through the same platform as CRD Agendas and Minutes. Staff will determine if this is possible. Discussion ensued.

Staff advised a document is being created which will indicate meter box locations and challenging to locate boxes will be marked with a stake.

8. COMMITTEE BUSINESS

8.1. Skana Water Service Presentation Orientation

Staff provided the orientation and responded to the following questions:

- Water samples being at risk due to travel times. Staff advised timelines can be tight. If travel is delayed the samples can be ruined. Staff will confirm the timelines and provide an update to the committee.
- Budget approval. Staff advised committee review takes place in the fall and the budget presented to them is provisional.
- Installing a one draw meter on water tanks with the tank replacement project and potential grant funds. Staff advised the grant was rejected.

- The reason for the grant being rejected. Staff advised that a brief and generic response was received for the grant rejection. Staff will request further feedback as to why the grant was rejected.
- Possibility of reapplying for the grant once the rejection feedback is received. Staff advised it is an option to reapply for the grant and noted the alternative approval process (AAP) is an option even if the grant were to be accepted. The tank could fail at any time, is showing corrosion and is not up to code. The project will not get less expensive, and the estimates received are likely no longer valid.
- Which company drilled the well located at 500 Aya Reach. Staff advised the well was drilled by Drill Well and will confirm the year it was drilled.
- Timeline for well decommissioning. Staff advised it is beneficial to decommission the wells when the ground is dry. There are risks of completing the work during the wet season. Staff will ensure insurance is current and will confirm how the terms are laid out in the contract in the event there is ground damage. The committee advised they want the work completed as soon as possible.
- The plan for Capital Project 24-01 Source Water Surveillance project. Staff advised a high-level plan will be in place and provided back to the committee at the next meeting. The project is proposed to take place in 2024.
- The Committee requested a tank action plan from staff consisting of high level costs and long-term timeline showing the entire project life cycle (starting with options identification and analysis, through project design and installation) ensuring that funding is available at each annual budget stage to ensure that the tank replacement or repair project can move forward.

8.2. Project and Operations Update

Staff provided updates on capital projects and operations.

Staff advised the investing in Canada Infrastructure Program (ICIP) grant was rejected and suggested the consensus of the committee should be to proceed with an AAP, noting the process can take up to one year. The committee advised they feel an AAP is high risk and would like to look at alternative options.

Discussion ensued regarding:

- Concern and risk of the AAP failing
- Water system design requirements
- Detailed options analysis
- Community Works Funds for well decommissioning
- Disinfection byproducts quarterly sampling

P. Brent left the meeting at 12:03 pm.

8.3. Water Conservation Bylaw

The committee provided feedback to staff prior to the meeting. The feedback is on file and available upon request. The Committee noted there was nothing in the bylaw indicating restrictions regarding once-through cooling.

9. CORRESPONDENCE

There was none.

10. NEW BUSINESS

There was none.

11. ADJOURNMENT

MOVED by R. Johnson, **SECONDED** by M. Bentley,
That the February 10, 2023 meeting be adjourned at 12:23 pm.

CARRIED

CHAIR

SECRETARY