



Making a difference...together

**SKANA WATER SERVICE COMMITTEE**

Notice of Meeting on **Friday, February 16, 2024 at 2:00 p.m.**  
Goldstream Conference Room, 479 Island Highway, Victoria, BC

For members of the **public who wish to listen to the meeting** via telephone please call **1-833-353-8610** and enter the **Participant Code 1911461 followed by #**. You will not be heard in the meeting room but will be able to listen to the proceedings.

M. Bentley  
P. Brent, EA Director

B. Hill  
R. Anthony

W. Korol

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**AGENDA**

**1. ELECTION OF CHAIR**

*Pursuant to Bylaw No. 3133  
Election conducted by Senior Manager*

**2. ELECTION OF VICE CHAIR**

*Election conducted by the Chair*

**3. APPROVAL OF AGENDA**

**4. ADOPTION OF MINUTES ..... 3**

*Recommendation: That the minutes of the November 9, 2023 meeting be adopted.*

**5. CHAIR’S REMARKS**

**6. PRESENTATIONS/DELEGATIONS**

*Delegations will have the option to participate electronically. Please complete the [online](#) application for “Addressing the Board” on our website and staff will respond with details.*

*Alternatively, you may email your comments on an agenda item to the Skana Water Service Committee at [iwsadministration@crd.bc.ca](mailto:iwsadministration@crd.bc.ca).*

*Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.*

**7. SENIOR MANAGER’S REPORT**

**8. COMMITTEE BUSINESS**

**8.1. Project and Operations Update ..... 7**

*There is no recommendation. This report is for information only.*

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*To ensure quorum, advise [IWSadministration@crd.bc.ca](mailto:IWSadministration@crd.bc.ca) if you cannot attend.*

**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**

**11. NEW BUSINESS**

**12. ADJOURNMENT**

**Next Meeting:** At the call of the Chair

**MINUTES OF A MEETING OF THE Skana Water Service Committee, held Thursday, November 9, 2023 at 9:30 am, Goldstream Conference Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Committee Members:** W. Korol (Chair); Mitch Bentley (Vice Chair); R. Fenton (Alternate EA Director) (EP 9:49 am); B. Hill (EP); R. Johnston

**Staff:** J. Marr, Senior Manager, Infrastructure Engineering; J. Dales, Senior Manager, Wastewater Infrastructure Operations; S. Henderson, Senior Manager, Real Estate and SGI Administration; J. Kelly, Manager, Capital Projects; D. Robson, Manger, Saanich Peninsula and Gulf Island Operations; C. Moch, Manager, Water Quality; L. Xu, Manager, Local Services and Corporate Grants; D. Dionne, Administrative Coordinator (Recorder)

EP = Electronic Participation

The meeting was called to order at 9:30 am.

**1. APPROVAL OF AGENDA**

**MOVED** by Commissioner Korol, **SECONDED** by Commissioner Johnston, That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by Commissioner Korol, **SECONDED** by Commissioner Johnston, That the minutes of the June 16, 2023 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair stated that the Committee and staff are working together as a team and that the Committee would like to be kept up to date on things that help them work effectively, being provided information proactively as it comes up so that they can be prepared ahead of meetings.

**4. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**5. SENIOR MANAGER'S REPORT**

J. Dales provided the following Information and updates:

*Winterization of private property:*

The Capital Regional District (CRD) social media platform has a poster-style sheet with winterization information for system users. It includes a link to a video on winterizing irrigation systems. It is also located on all the Electoral Area drinking water public web pages.

There was a discussion regarding the challenges with communication of information with users. Staff continue to investigate new or improved options for the future including adding a note to the electronic water bill.

*Skana Water Service CRD staff liaison:*

D. Robson will be providing more senior support to the Skana Water Service Committee, transitioning to being the main point of contact next year with J. Dales providing back up and attending meetings in Dan's absence.

Recruitment for an on-island manager is underway. The on-island manager of operations will be looking after all the local services on Salt Spring Island and the Southern Gulf Islands.

*Operations and maintenance questions from the Committee:*

Staff are happy to provide more informal quick updates related to the operation of the water system. He reminded the Committee that its role is to provide input on the overall direction for the service delivery and that the CRD Operations team manages the daily duties and administrative activities.

- The plan for the disinfection by-products is to address the infiltration of the organics into the well system through the well decommissioning project. Staff will monitor to see how this impacts the system – if the well improvements don't resolve the problem, the long-term plan would be adding additional treatment steps through treatment plant upgrades – staff are hoping to avoid this.

*Water conservation plan:*

J. Dales advised that he participates in a drought management group that meets weekly throughout the summer. The operations team closely monitors system conditions and water conservation stages are adjusted accordingly. The bylaw went into effect this year which provides additional tools to address water quantity in the system, but the primary driver is still through education and awareness and encouraging people to voluntarily comply.

There was a discussion regarding water conservation across all the Local Services. The Committee noted that the bylaw is primarily related to outdoor water use and stated that many local systems do not allow outdoor water usage year-round already. The Committee would like to see a more fit-for-purpose level of stages for small systems that address tighter restrictions and a more meaningful message.

R. Fenton joined the meeting.

Staff are keeping track of these types of comments from the local services and will review if there is opportunity to revise the bylaw with more customized language.

*On-island operator:*

The Request for Proposals (RFP) is being drafted, and staff plan to have this RFP issued by year-end. In the interim, while the CRD's operations team has been operating the system, it has provided staff with the knowledge needed to develop the RFP. Staff have become more familiar with the utility and have been able to optimize services for both Skana and Surfside water systems.

*Water conservation update:*

Due to the drought conditions this year, the water conservation efforts were extended an additional month for most of the local services. Staff continue to monitor conditions and once the conditions improve the restrictions will be downgraded or removed as applicable.

*Tank action plan – question submitted from a previous meeting:*

The storage tank assessment capital project will provide the information the committee is looking for in an action plan. To do an action plan outside the project would be added staff time and resources and would come at an extra cost. The timeline and projected costs for project 24-02 is laid out in the five-year capital plan of the budget document (page 17 of the agenda package).

## 6. COMMITTEE BUSINESS

### 6.1. 2024 Operating and Capital Budget

Staff presented the report and summarized the 2024 budget and five-year capital plan. Staff responded to questions from the committee regarding:

- The increases to the Operating Reserve Fund and the Capital Reserve Fund.
- Staff explained the Alternative Approval and referendum processes.

There was a discussion regarding the budgeted \$25,000 funding for Well No. 8 upgrades. Staff noted that the cost of electrical and instrumentation is very challenging to estimate. Staff noted that the \$25,000 was approved in the 2023 budget, but that the Committee could put a cap on the amount used.

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

That staff be directed to utilize up to \$10,000 of the \$25,000 budget for Project 17-04 in 2024 to scope out the Well No. 8 Upgrade project and present the findings to the committee prior to further action.

**CARRIED**

There was a discussion regarding increasing user fees to compensate for new connections to the system.

**MOVED** by W. Korol, **SECONDED** by M. Bentley,

That the Skana Water Service Committee increase the capital reserve transfer by \$3,000, from \$22,325 to \$25,325, to be balanced on user charge from \$61,160 to \$64,160.

**CARRIED**

**Opposed: Johnston**

There was a discussion regarding how and when users are informed of rate increases. Staff advised that the fee will be built into the Fees and Charges bylaw for all the Local Services, which is presented to the CRD Board on December 13 for approval to be effective January 1. The Committee stated they would like to see a better job of communicating to the users, the website could be more useful, explanatory notices to the users. Staff noted that they can investigate what can be done, but that there is also a responsibility on the user to stay informed.

**MOVED** by W. Korol, **SECONDED** by M. Bentley,  
That the Skana Water Service Committee:  
Approve the 2024 operating and capital budget as amended and that the 2023 actual operating deficit be balanced on the 2023 Reserve Funds transfer (Capital Reserve Fund and/or Operating Reserve Fund).

**CARRIED**

**MOVED** by W. Korol, **SECONDED** by B. Hill,  
That the Skana Water Service Committee:  
Recommends that Electoral Areas Committee recommend to the Capital Regional District Board that the 2024 Operating and Capital Budget and the five-year Financial Plan for the Skana Water Service be approved as amended.

**CARRIED**

12:04 R. Fenton left the meeting.  
12:06 B. Hill left the meeting.

**6.2. Project and Operations Update**

Staff provided overview of the staff report.

**7. CORRESPONDENCE**

There was no correspondence.

**8. NEW BUSINESS**

There was no new business.

**9. ADJOURNMENT**

**MOVED** by R. Johnston, **SECONDED** by Commissioner M. Bentley,  
That the November 9, 2023 meeting be adjourned at 12:15 pm.

**CARRIED**

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**CHAIR**

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**SECRETARY**



**REPORT TO SKANA WATER SERVICE COMMITTEE  
MEETING OF FRIDAY, FEBRUARY 16, 2024**

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**SUBJECT     Capital Project Status Reports and Operational Updates – February 2024**

**ISSUE SUMMARY**

To provide the Skana Water Service Committee with capital project status reports and operational updates.

**BACKGROUND**

The Skana Water System is located on the north side of Mayne Island in the Southern Gulf Islands Electoral Area and provides drinking water to approximately 52 customers. Capital Regional District (CRD) Integrated Water Services is responsible for the overall operation of the water system. The design and construction of water system facilities are overseen by the CRD Infrastructure Engineering and Operations Division. The day-to-day operations and maintenance is conducted by a contractor. The quality of drinking water provided to customers in the Skana Water System is overseen by the CRD Water Quality Section.

**CAPITAL PROJECT UPDATE**

**17-03 | Alternative Approval Process (AAP)**

**Project Description:** Conduct an AAP to seek elector assent to borrow funds for storage tank replacement and well protection upgrades.

**Project Rationale:** A loan will be required to fund the storage tank replacement, Supervisory Control and Data Acquisition (SCADA), tank level and flow monitoring installation, and well protection upgrades for Well #8 and #13. The proposed loan will require public engagement and voter assent. This process is deferred until at least 2025, following more preliminary assessments of potential project costs.

**Project Update and Milestones:**

Milestone	Completion Date
Funding currently proposed to initiate this process in 2025, after material options assessment for storage tank replacement is complete.	2025

**18-01 | Storage Tank Replacement**

**Project Description:** Replace the existing drinking water storage tanks.

**Project Rationale:** The existing drinking water storage tanks are at the end of their design life and do not meet seismic requirements. It is proposed to replace the existing tanks with bolted steel tanks. Tank level and flow monitoring are included with the scope of work.

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Project Update and Milestones:

<b>Milestone</b>	<b>Completion Date</b>
Material options assessment and cost estimation update for storage tank replacement	Separate project for 2024, pending Board approval
CRD Submitted a Growing Communities Fund (GCF) grant request but this was determined unsuccessful in September 2023.	September 13, 2023
Growing Communities Fund – Internal CRD Grant Program. CRD assessing if this project could meet the requirements for funding	June 12, 2023 (target application)
ICIP-EQ Grant Rejected	February 7, 2023
ICIP-EQ Grant Application Submitted	February 23, 2022
Prepared grant application for the Investing in Canada Infrastructure Program – Environmental Quality has been prepared for funding	Completed

### 17-04 | Well #8 Upgrade

**Project Description:** Conduct well improvements including new well liner, replacement of well seal and SCADA automation; relocate first customer service line to achieve proper chlorine contact time.

**Project Rationale:** An inspection of Well #8 identified several deficiencies. Most recommended improvements were carried out in 2018 including the installation of a new well liner, replacement of the well seal, and steel casing. Relocation of the first customer's service line was completed in July 2022. The remaining scope is related to SCADA automation and staff are reviewing the scope and available funding.

Project Update and Milestones:

<b>Milestone</b>	<b>Completion Date</b>
SCADA Automation – The work associated with the automation of Well #8 requires rescoping and overall project delivery to ensure all aspects of the project requirements are identified to establish project budget. The available budget is not sufficient to complete SCADA Automation but approximately \$10k will be used to develop a scope and rough budget to better define a future capital project.	Q4 2024
Project planning phase	Completed
Relocation of the first customer service line is being evaluated on delivery through CRD staff or contracted services	Completed
Service line replacement and well improvements	Completed

### 20-02 | Well Decommissioning

**Project Description:**

Investigate unused groundwater wells in the Skana Water Service and proceed with decommissioning based on criticality and/or regulatory requirements. Following desktop investigations, CRD have proceeded with the following:

- Decommissioning of one (1) CRD owned well (July 2023).

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- Re-drilling and decommissioning of one (1) collapsed CRD well off Waugh Road.
- Decommissioning of one (1) private, unregistered well (July 2023).
- Capping of one (1) private well to improve surface intrusion but future drilling would be required for full decommissioning – property owner responsibility (July 2023).
- Two (2) private wells on the BC registry were not located and believed to be buried – property owner responsibility.
- One (1) well in use by Lighthouse Waterworks District and requiring further review.
- One (1) private well was found to be in use by the property owner.

Decommissioning of all unused CRD-owned wells (currently known) is now considered complete, as required by the Groundwater Protection Regulation (GWPR). Further action with respect to private wells not in use may be reassessed at a later date.

Project Rationale: A high level hydrogeologic assessment was undertaken in 2019 to identify potential sources of contamination to the Skana groundwater source. One recommendation from that study was to decommission unused wells in the water system. Under the *Water Sustainability Act (WSA)*, the GWPR requires a well owner to decommission any wells that has not been used for five years.

Project Update and Milestones:

Milestone	Completion Date
All CRD owned wells that are not in use have been decommissioned. Future coordination between CRD and Lighthouse Point Improvement District still need to occur regarding the ownership of Well #17920 on Lot 70, Section 14 of Plan 24522.	Ongoing
One additional CRD well to be drilled and decommissioned.	November 2023
Decommissioning of one CRD well and one private well completed. One additional private well capped for surface intrusion but not fully decommissioned.	July 2023
CRD entered into a Contract with Drillwell for investigation and decommissioning of up to three CRD wells and four wells on private property. As of May 2023, five wells have been located on site and will proceed to decommissioning.	May 2023
CRD obtained permission (License of Occupation) to CRD to investigate for the presence of wells on their property and decommissioning if necessary.	December 2022
Five more wells were located with letters to go to those homeowners. Not all homeowners have responded to provide permission for access and confirmation is still being sought with regards to whether the wells are being used for the landowner's own purposes.	Letter sent April 6, 2022
CRD have contacted majority of the property owners through mail where the identified wells are located.	Letter sent November 5, 2021
Letter to affected property owners.	November 24, 2021
CRD Staff Meeting with community members to obtain additional information.	July 5, 2021
Well drilling specialist contacted in spring 2021 to confirm the budget is adequate for the approximate number of wells.	Spring 2021

**OPERATIONAL UPDATE**

This is an operational update reporting period from October 2023 through January 2024.

- Weekly operational site visits by Saanich Peninsula and Gulf Island Operations Staff. Routine site visits are typically performed on Thursdays. Daily SCADA system checks to confirm steady state system operations.
- Annual system winterization maintenance completed in late November. This preventative maintenance resulted in no emergency response due to inclement weather for this reporting period including the January cold weather event.
- Several SCADA alarms received this reporting period including high reservoir water level alarm; well pump long run alarm which resulted in additional SCADA system checks and possible leaks on the water system; hydro power system alarm.
- Emergency response on December 14/15 to conduct leak detection on the water system. Several leaks/high usages identified for a couple of properties and owners were notified; two leaks were reported on the water distribution system located at two water standpipes and leaking isolation valves. Immediate corrective maintenance was performed however longer-term corrective maintenance is required which will likely require equipment replacement.
- Operations continues to actively monitor and adjust chlorine chemical feed dosing at the water treatment plant and optimization of water reservoir storage levels to control and reduce the risk of disinfection byproduct formation.

**RECOMMENDATION**

There is no recommendation. This report is for information only.

Submitted by:	Jared Kelly, P.Eng., Manager, Capital Projects
Submitted by:	Dan Robson, A.ScT., Manager, Saanich Peninsula and Gulf Islands Operations
Concurrence:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Jason Dales, B.Sc., WD IV., Senior Manager, Wastewater Infrastructure Operations
Concurrence:	Alicia Fraser, P.Eng., General Manager, Integrated Water Services