



Notice of Meeting and Meeting Agenda Juan De Fuca Water Distribution Commission

Tuesday, February 4, 2025

1:30 PM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

MS Teams Link: [Click Here](#)

G. Baird, S. Donaldson, D. Grove, C. Harder, K. Pearson, J. Rogers, M. Wagner, A. Wickheim

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Territorial Acknowledgement

2. Election of Chair

3. Election of Vice Chair

4. Approval of Agenda

5. Adoption of Minutes

- 5.1. [25-0085](#) Minutes of the December 3, 2024 Juan de Fuca Water Distribution Commission

Recommendation: That the minutes of the Juan de Fuca Water Distribution Commission meeting of December 3, 2024 be adopted as circulated.

Attachments: [Minutes - December 3, 2024](#)

6. Chair's Remarks

7. Presentations/Delegations

The public are welcome to attend CRD Board meetings in-person.

Delegations will have the option to participate electronically. Please complete the online application at www.crd.bc.ca/address no later than 4:30 pm two days before the meeting and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the CRD Board at crdboard@crd.bc.ca.

8. Commission Business

8.1. [25-0092](#) General Manager's Verbal Update

Recommendation: There is no recommendation. This verbal update is for information only.

8.2. [25-0067](#) Juan de Fuca Water Distribution Commission Appointment to Water Advisory Committee

Recommendation: That the Vice Chair of the Juan de Fuca Water Distribution Commission be appointed as the Commission's representative on the Water Advisory Committee for a one-year term ending December 31, 2025.

Attachments: [Staff Report: Juan de Fuca Water Distribution Commission Appt to WAC](#)
[Appendix A: WAC Terms of Reference](#)

8.3. [25-0076](#) Remuneration for Juan de Fuca Water Distribution Commission

Recommendation: The Juan de Fuca Water Distribution Commission recommends to the Capital Regional District Board:
That remuneration for Commissioners of the Juan de Fuca Water Distribution Commission be considered in the next comprehensive review of the Capital Regional District (CRD) Board Remuneration and Travel Expenses Reimbursement Policy.

Attachments: [Staff Report: Remuneration for Juan de Fuca Water Distribution Commission](#)
[Appendix A: Board Remuneration and Travel Expense Reimbursement Policy](#)
[Appendix B: August 13, 2003 CRD Board Meeting Excerpt](#)
[Appendix C: Excerpts from the Water Supply and Sooke Hills Protection Reg.](#)

8.4. [25-0084](#) Summary of Recommendations from Other Water Commissions

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

Attachments: [Summary of Recommendations](#)

8.5. [25-0083](#) Water Watch Report

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

Attachments: [Water Watch Report](#)

9. Notice(s) of Motion

10. New Business

11. Adjournment

The next meeting is March 4, 2025.

To ensure quorum, please advise IWS (iwsadministration@crd.bc.ca) if you or your alternate cannot attend.



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MINUTES OF A MEETING OF THE Juan de Fuca Water Distribution Commission, held Tuesday, December 3, 2024 at 12 pm, Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: **Commissioners:** G. Baird (Chair); J. Rogers (Vice Chair); S. Donaldson (12:09 pm); D. Grove; C. Harder (12:12 pm); K. Pearson; M. Wagner; A. Wickheim
Staff: A. Fraser, General Manager, Integrated Water Services; J. Marr, Senior Manager, Infrastructure Engineering; S. Irg, Senior Manager, Infrastructure Water Operations; J. Kelly, Manager, Capital Projects; N. Tokgoz, Manager Water Distribution Engineering and Planning; D. Dionne, Manager, Business Support Services (Recorder)

REGRETS:

(EP) Electronic Participation

The meeting was called to order at 12 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided the Territorial Acknowledgement.

2. APPROVAL OF AGENDA

MOVED by Commissioner Rogers, **SECONDED** by Commissioner Wagner,
That the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner Rogers, **SECONDED** by Commissioner Wagner,
That the minutes of the October 1, 2024 meeting be adopted.

CARRIED

4. CHAIR'S REMARKS

The Chair made no remarks.

5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

6. GENERAL MANAGER'S REPORT

A. Fraser reported on the following items:

1. Juan de Fuca Development Cost Charges Update:

- The public engagement for the Development Cost Charges update in the Juan de Fuca area was released earlier today.
- This update occurs every five years, and it's notable that the rates are decreasing.

2. Request for Proposals (RFP) for Regional Water Supply Master Plan Projects:

- An RFP has been issued for assistance in reviewing the best planning and bundling strategy to deliver the Regional Water Supply Master Plan's projects, which includes 22 initiatives.
- The purpose of the RFP is to seek advice on how to efficiently bundle and procure these projects.
- The deadline for the RFP submissions is Thursday.

Commissioner Donaldson joined the meeting.

7. COMMISSION BUSINESS

7.1. Bylaw No. 4653 – Ticket Information Authorization Bylaw, 1990, Amendment No. 80, 2024

A. Fraser introduced the report, noting the following key points:

1. Certified Water Operators Requirement:

- Under the Drinking Water Protection Act, only Certified Water Operators are permitted to handle and operate Capital Regional District (CRD) equipment.
- An increase in connection tampering has been observed, prompting staff to issue reminder letters to all contractors about the implications of such actions.

2. Relevant Bylaws:

- **Bylaw 3889:** Prohibits making new connections or alterations to the water system.
- **Bylaw 4653:** Provides the authority to enforce Bylaw 3889.

Commissioner Harder joined the meeting.

Discussion ensued and staff responded to questions from the Commission regarding:

- **Operation of Post-Disaster Drop Kits:** Staff noted that since only certified operators can connect to the system, logistics will need to be worked out on how to authorize other individuals to make connections during an emergency.
- **Fees and Penalties:** Questions were raised about fees related to offenses and whether a stop-work order or other meaningful recourse could be issued. Staff explained that, since it involves not just contractors but all subtrades, it is challenging to monitor everyone. The fees recommended by legal services were not drastic, but having measures in place is a good starting point. Fines can always be increased if necessary.
- **Recording Offenses:** Staff mentioned they could detect when a valve has been operated by changes in flow; in residential areas, detection would be more incidental.
- **Educating Subcontractors:** Staff highlighted that reminder letters are issued to all General Contractors and designers, making it the responsibility of the General Contractors or owners to educate the subcontractors.
- **Managing Unpaid Tickets:** Staff indicated they are still learning as the new authority takes effect. If someone connects where there is not a meter, the offense could be noted on file, so it would appear if a new meter were requested.

MOVED by Commissioner Pearson, **SECONDED** by Commissioner Harder,
That the Juan de Fuca Water Distribution Commission recommends to the Capital
Regional District Board:

1. That Bylaw No. 4653, "Ticket Authorization Bylaw, 1990, Amendment Bylaw No. 80, 2024", be introduced and read a first, second, and third time; and
2. That Bylaw No 4653 be adopted.

CARRIED

7.2. Bulk Water Station – District of Metchosin

J. Marr introduced the staff report.

Discussion ensued and staff responded to questions from the Commission regarding:

- **Other locations:** Staff assessed locations, including closer to the municipal hall. Location consideration needs to be given to traffic and accessibility; electrical service connection and potential to affect flows and pressures to the distribution system.
- **Project schedule:** Dependent on BC Hydro's availability, aiming for completion in 2026.
- **Moving/postponing projects:** General opposition for moving 2025 projects; there are no standout projects that could be removed from the budget. Staff recommended adding this project to 2026 budget.
- **Metchosin residents' concerns:** Significant concern about wells drying up; public open houses had high turnout. Roughly 25% of Metchosin residents are on well water.
- **Emergency storage:** The station will provide direct hook up to trucks to fill and deliver water from the distribution system, there is no storage tank.
- **Revenue flow:** Minimal revenue, mainly covering water production and maintenance costs.
- **Existing stations' capacity:** High summer usage causing truck lineups.
- **Future service expansion:** Installing bulk water stations won't limit future system expansion. Staff ensure there is adequate flow and pressure for the station.
- **Regulating usage:** Limited to one truck filling at a time (20 minutes per truck).

Commissioner Considerations:

- Summer 2025 completion is unlikely; design could be ready for fall 2025.
- There was overall support for the project.
- There was an unfavourable view on amending the 2025 budget for this project.
- Proceeding with the project in the 2026 budget allows for appropriate planning and design.

MOVED by Commissioner Rogers, **SECONDED** by Commissioner Wagner,
That staff be directed to proceed with the design and construction of a Bulk Water
Station within the District of Metchosin, subject to 50% funding from the District of
Metchosin, and include the necessary funding (50%) in the 2026 Capital Plan.

CARRIED

7.3. Summary of Recommendations from Other Water Commissions

There was no discussion. Item was received for information.

7.4. Water Watch Report

Staff responded to a question about current water levels, noting that the water level is well above the 5-year minimum and slightly below the 5-year average. Item was received for information.

8. NOTICE(S) OF MOTION

8.1. Motion with Notice: Remuneration for Juan de Fuca Water Distribution Commissions, J. Rogers

Commissioner Rogers is seeking to revisit a previously opposed motion, aiming to investigate CRD Board policies and advocate for fiscal recognition for the Juan de Fuca Water Commissioners' work. Discussion points included:

- Regional Water Supply Commissioners receive remuneration, Saanich Peninsula Water Commissioners do not.
- The other water commissions would be made aware of this motion through the shared meeting hotsheets.
- The amalgamation study currently underway for the Saanich Peninsula Water Commission with Regional Water Supply Commission.
- Staff could present a report by Q1 2025.

MOVED by Commissioner Rogers, **SECONDED** by Commissioner Wagner,
That the Juan de Fuca Water Distribution Commission direct staff to prepare a report outlining the implications related to amending the Board Remuneration and Travel Expense Reimbursement Policy, to include remuneration for meeting attendance for JDF Water Distribution Commissioners, for the Commission's consideration.

CARRIED

8.2. Motion with Notice: Tiered Water User Rate Based on Consumption, J. Rogers

Commissioner Rogers is seeking options and information on whether a similar rate structure could be implemented in the Juan de Fuca Water Distribution Service Area. He noted the following key points:

- The three-tier rate system effectively implements a user-pay process.
- It encourages users to remain conscious of their billing, allowing them to exercise control over their own conservation efforts.
- Interested in understanding the costs and options for re-tooling systems to accommodate the three-tiered approach, with a focus on rewarding conservation.

Discussion ensued and staff responded to questions regarding:

- Creating a meaningful opportunity for the public to pay attention to water rates and water usage, thus providing more conservation education.
- Concerns about people in outlying areas who struggle with the cost of having water delivered and limited availability of water, seems somewhat inequitable.
- Staff time and resources to gather high-level information will require investigation as a program like this would affect water billing, finance, and operational processes. Developing a report could be done by the second quarter of 2025.
- A program like this would not roll out right away; it needs to be designed, systems

upgraded in the background, a year of pilot implementation, and a significant public education process. You do not want to implement new meters all at once as meter replacement becomes costly.

- The Juan de Fuca meters are currently read every two months, while Nanaimo's are read daily. To implement this type of system would require more automated meter readings on a regular and timely basis.
- There could be value to reviewing meter technologies at the same time as other modernization process reviews currently underway.

Commissioner Rogers stated that he is seeking information on a simplified, tiered approach (based on high, medium, low consumption) to enhance water conservation while using existing equipment.

MOVED by Commissioner Wagner, **SECONDED** by Commissioner Rogers,
That the words "with a 2026 implementation" be struck from the motion.

CARRIED

MOVED by Commissioner Rogers, **SECONDED** by Commissioner Grove,
That staff investigate options to replicate Nanaimo's water user rate calculation where consumption is split among three tiers to encourage water conservation.

CARRIED

9. NEW BUSINESS

There was no new business.

10. ADJOURNMENT

MOVED by Commissioner Harder, **SECONDED** by Commissioner Wagner,
That the December 3, 2024 Juan de Fuca Water Distribution Commission meeting be adjourned at 1:20 pm.

CARRIED

CHAIR

SECRETARY



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REPORT TO JUAN DE FUCA WATER DISTRIBUTION COMMISSION MEETING OF TUESDAY, FEBRUARY 4, 2025

SUBJECT **Juan de Fuca Water Distribution Commission Appointment to Water Advisory Committee**

ISSUE SUMMARY

To provide the Commission with the updated Water Advisory Committee terms of reference and to appoint a Juan de Fuca Water Distribution Commission representative to the Water Advisory Committee for a one-year term ending December 31, 2025.

BACKGROUND

In accordance with the *Capital Regional Water Supply and Sooke Hills Protection Regulation* (Regulation), Water Advisory Committee membership includes representation from the Regional Water Supply Commission, the Juan de Fuca Water Distribution Commission and the Saanich Peninsula Water Commission. Staff are seeking the appointment of a representative to the Water Advisory Committee from each of the Water Commissions.

The role of the representative is to act as a liaison between the Commission and the Water Advisory Committee, providing input related to Commission business. Standard practice has been that the Water Commission's appoint their Vice Chair as representative.

In November 2024, Bylaw No. 4652, "Water Advisory Committee Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 1, 2024" was introduced to the Regional Water Supply Commission. The bylaw amendment incorporates the Regional Water Supply Strategic Plan defined priorities, clarity on membership and the addition of the Regional Water Supply Commission Vice Chair to act as the Chair of the Water Advisory Committee. Bylaw No. 4652 was adopted by the Capital Regional District Board in December 2024.

With the adoption of Bylaw No. 4652, a revised Water Advisory Committee terms of reference was also approved and is attached as Appendix A.

Staff have generally sought the Water Advisory Committee appointment from each of the water Commissions verbally at their first meeting each year. This report formalizes the recommendation from the Juan de Fuca Water Distribution Commission and creates consistency with the existing process that seeks a formal recommendation from the Regional Water Supply Commission.

ALTERNATIVES

Alternative 1

That the Vice Chair of the Juan de Fuca Water Distribution Commission be appointed as the Commission's representative on the Water Advisory Committee for a one-year term ending December 31, 2025.

Alternative 2

That another member of the Juan de Fuca Water Distribution Commission be appointed as the Commission's representative on the Water Advisory Committee for a one-year term ending December 31, 2025.

CONCLUSION

The *Capital Regional Water Supply and Sooke Hills Protection Regulation* states that Water Advisory Committee membership shall include representation from each of the Water Commissions. Staff are seeking the appointment of a Juan de Fuca Water Distribution Commission member to the Water Advisory Committee.

RECOMMENDATION

That the Vice Chair of the Juan de Fuca Water Distribution Commission be appointed as the Commission's representative on the Water Advisory Committee for a one-year term ending December 31, 2025.

Submitted by:	Denise Dionne, Manager, Business Support Services
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S):

Appendix A: Water Advisory Committee Terms of Reference



WATER ADVISORY COMMITTEE

PREAMBLE

In 1997 the *Greater Victoria Water District Act* was repealed and replaced by the *Capital Regional Water Supply and Sooke Hills Protection Act* (Act). The implementation of the Act is governed by the Capital Regional Water Supply and Sooke Hills Protection Regulation (Regulation). Both the Act and the Regulation were enacted August 1, 1997.

Under the Regulation the Capital Regional District (CRD) must establish by bylaw a standing committee of the Regional Board known as the Regional Water Supply Commission (Commission). The Commission was established in September, 1997. The Regulation further requires the appointment of a Regional Water Supply, Protection and Conservation Advisory Committee (Committee) to provide advice to the Commission on water supply, water quality, the stewardship of lands held by the CRD for water supply purposes and water conservation measures.

These terms of reference serve to clarify the mandate, responsibilities and procedures and supplement Bylaw No. 2541, "Water Advisory Committee Bylaw No. 1, 1997".

The Committee's official name is to be:

Water Advisory Committee

1.0 PURPOSE

- a) Reviewing options for water supply, water quality, water conservation and the stewardship of catchment lands based on their technical and economic merit;
- b) Taking into consideration the social and environmental impacts in the review of options;
- c) Ensuring all relevant issues are being considered;
- d) Advising on the development of a public consultation process;
- e) Attending and participating, when required, in public meetings, open houses, etc.;
- f) Communicating the issues being considered to groups represented by the Committee members and reporting comments/concerns back to the Committee; and
- g) Making recommendations to be forwarded to the Regional Water Supply Commission.

2.0 ESTABLISHMENT AND AUTHORITY

- a) The mandate of the Water Advisory Committee is to provide advice to the Regional Water Supply Commission with a view to the current Strategic Plan approved by the Regional Water Supply Commission and the priorities defined within, on water supply, water quality and stewardship of the lands held by the Regional District for water supply purposes and water conservation purposes.
- b) The Water Advisory Committee shall, at its first meeting each year, appoint as its Chair the Vice-Chair of the Regional Water Supply Commission, with a term commencing and ending commensurate to the term of the Vice-Chair. The Water Advisory Committee shall, at its first meeting each year, elect from among its members a Vice-Chair of the Water Advisory Committee.

3.0 COMPOSITION

The Committee shall consist of 10 to 15 members plus First Nations representation, with a diversity of background, interests and geographical location, representing a balance between technical and non-technical members and industry and public members.

The membership of the Water Advisory Committee is comprised as follows:

- (a) one representative each from:
 - Regional Water Supply Commission;
 - Juan de Fuca Water Distribution Commission; and
 - Saanich Peninsula Water Commission
- (b) One (1) representative from each of the following:
 - The agriculture community
 - Groups concerned with the protection of fish habitats
 - Environmental groups
 - Commercial and industrial water users
 - Residents and ratepayers' associations
 - Island Health
 - The scientific community
- (c) up to five representatives from other bodies the Regional District Board considers appropriate.
- (d) one representative from each First Nation in the Capital Regional District, who may participate in Water Advisory Committee meetings (as ex officio) at their pleasure, in accordance with Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", where the First Nation has an interest in matters being considered by the Water Advisory Committee.

4.0 TERM OF SERVICE

In order to ensure on-going opportunities to serve on the Committee and to maintain continuity, the Regional Water Supply Commission will appoint Committee members for up to a two-year term, to a maximum participation of three terms (i.e. six years). The Committee may request that the Commission replace a member who has missed three consecutive meetings.

5.0 PROCEDURES

- a) The Regional Water Supply Commission will approve the Committee terms of reference annually.
- b) Issues requiring consideration by the Committee will be identified by the Commission, staff or the Committee. Issues and recommendations for the Committee's consideration will be submitted to the Committee in the form of a staff report.
- c) The Committee must follow Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", when conducting a meeting, so far as they are applicable.
- d) Regular meetings of the Committee will be set based on the need for consideration of issues identified by the Commission or staff, or at the call of the Committee Chair. At a minimum there will be two meetings per year.
- e) The agenda will be finalized in consultation between staff and the Chair and Vice Chair of the Committee. Items to be included in the agenda must be received by the Committee secretary at least one week in advance of a meeting.
- f) A quorum is a majority of the Committee membership and is required to conduct committee business.

6.0 RESOURCES AND SUPPORT

- a) The General Manager of Integrated Water Services will be the staff liaison for the Committee and will lead the coordination and allocation of resources to the Committee.
- b) Minutes and agendas are prepared and distributed by Integrated Water Services staff.

7.0 RELATIONSHIP WITH REGIONAL WATER SUPPLY COMMISSION

- a) Reports and recommendations from the Committee will be forwarded to the Commission through the Committee Chair. Alternatively, where the Committee makes a recommendation to staff, the Committee's recommendation will be incorporated in a report by staff to the Commission.
- b) The General Manager will attempt to keep the Committee apprised of reports or initiatives with such implications. Every effort should be made to maintain a streamlined and efficient process.

Approved by Regional Water Supply Commission on November 20, 2024

**REPORT TO JUAN DE FUCA WATER DISTRIBUTION COMMISSION
MEETING OF TUESDAY, FEBRUARY 4, 2025**

SUBJECT **Remuneration for Juan de Fuca Water Distribution Commission**

ISSUE SUMMARY

To provide the Juan de Fuca Water Distribution Commission (Commission) with information on the implications of amending the Capital Regional District (CRD) Board's Remuneration and Travel Expense Reimbursement Policy to include remuneration for the Commission.

BACKGROUND

At its December 3, 2024 meeting the Commission directed staff to prepare a report outlining the implications of amending the Board Remuneration and Travel Expense Reimbursement Policy (Appendix A), to include Commission member remuneration for attending meetings of the Juan de Fuca Water Distribution Commission.

The CRD Board Remuneration and Travel Expenses Reimbursement Policy (Policy) is a policy of the CRD Board, administered through CRD Human Resources in consultation with Finance and Technology and Corporate Services. The Policy establishes the remuneration for CRD Board Directors and Alternates, Commissioners of the Salt Spring Island Local Community Commission and Regional Water Supply Commission, and for attendance at Forum of Council meetings. Any modifications to the Policy are to be approved by the CRD Board. A comprehensive review of the Policy is undertaken every three to five years to ensure alignment with the Board philosophy. The next comprehensive review is scheduled for 2026 and for implementation commensurate with the 2027-2030 Board term.

At the CRD, only Commissioners of the Regional Water Supply Commission and the Salt Spring Island Local Community Commission receive remuneration. For the Regional Water Supply Commission, at its August 13, 2003 meeting, the CRD Board approved a motion that Regional Water Supply Commissioners be compensated at the CRD Alternate Director rate per meeting and that the remuneration would be funded from the Regional Water Supply Service budget. See Appendix B for the meeting excerpt. Remuneration for the elected officials of the Salt Spring Island Local Community Commission was established at the time of the creation of the Commission in 2023 and is included in the Policy.

The *Water Supply and Sooke Hills Protection Regulation* (Regulation) provide that both the Regional Water Supply Commission and the Juan de Fuca Water Distribution Commission are considered standing committees under Part 24 of the *Municipal Act*. Both require public consultation on membership prior to appointment by their respective councils as outlined in the Regulation, see Appendix C for excerpt. This process differs from other CRD standing committees whose members are CRD Board Directors, appointed by the CRD Board Chair.

ALTERNATIVES

Alternative 1

The Juan de Fuca Water Distribution Commission recommends to the Capital Regional District Board:

That remuneration for Commissioners of the Juan de Fuca Water Distribution Commission be considered in the next comprehensive review of the Capital Regional District (CRD) Board Remuneration and Travel Expenses Reimbursement Policy.

Alternative 2

The Juan de Fuca Water Distribution Commission recommends to the Capital Regional District Board:

1. That the Capital Regional District (CRD) Board Remuneration and Travel Expense Reimbursement Policy be amended to include compensation for the Juan de Fuca Water Distribution Commissioners equivalent to that received by Commissioners of the Regional Water Supply Commission; and,
2. That funding for the remuneration be budgeted in the 2026 Juan de Fuca Water Distribution service budget, with remuneration beginning in 2026.

Alternative 3

That the Juan de Fuca Water Distribution Commission not seek an amendment to the Capital Regional District (CRD) Board Remuneration and Travel Expense Policy, to include compensation for the Juan de Fuca Water Distribution commissioners at this time.

IMPLICATIONS

Financial Implications

Currently Commissioners of the Regional Water Supply Commission receive a per meeting payment of \$110. If a Policy amendment were approved by the CRD Board, remuneration for Juan de Fuca Water Distribution Commissioners would be funded from the Juan de Fuca Water Distribution Service budget. It is estimated that this would be an expense of \$7,040 per year assuming eight meetings per year.

Intergovernmental Implications

Generally, Elected Officials of the CRD Board have not wished to amend remuneration during the term of the Board, but rather for the new Board terms tied to election cycles. The next review of the CRD Board Policy is scheduled for 2026 to be effective for the 2027-2030 Board term.

The CRD has a large number of Commissions and Committees, and except for Commissioners of the Regional Water Supply Commission and the Salt Spring Island Local Community Commission, Commissioners do not receive remuneration for attendance. Amending the Policy to include compensation for the Juan de Fuca Water Distribution commissioners, could be considered precedent-setting for other Commissions of the CRD.

CONCLUSION

The Capital Regional District (CRD) Board has established a Policy on remuneration, which is reviewed on a regular cycle. Currently the CRD Board Policy does not provide remuneration for Commissioners of the Juan de Fuca Water Distribution Commission. This report provides information requested by the Juan de Fuca Water Distribution Commission, regarding the implications of amending the CRD Board's Remuneration and Travel Expense Reimbursement Policy for the inclusion of remuneration for its commissioners.

RECOMMENDATION

The Juan de Fuca Water Distribution Commission recommends to the Capital Regional District Board:

That remuneration for Commissioners of the Juan de Fuca Water Distribution Commission be considered in the next comprehensive review of the Capital Regional District (CRD) Board Remuneration and Travel Expenses Reimbursement Policy.

Submitted by:	Denise Dionne, Manager, Business Support Services
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Board Remuneration and Travel Expense Reimbursement Policy

Appendix B: August 13, 2003 CRD Board Meeting Excerpt

Appendix C: Commission Establishment Excerpts from the *Water Supply and Sooke Hills Protection Regulation*



CAPITAL REGIONAL DISTRICT BOARD POLICY

Policy Type	<i>Board</i>		
Section	<i>Executive Services, People, Safety & Culture (PS&C)</i>		
Title	BOARD REMUNERATION AND TRAVEL EXPENSE REIMBURSEMENT		
Adoption Date	September 9, 2015	Policy Number	BRD03
Last Amended	January 22, 2025	Amended By	Board
Policy Owner	People, Safety & Culture (PS&C)		

1. POLICY:

Board of Directors Remuneration and Travel Expense Policy.

2. PURPOSE:

To outline the Board remuneration and travel expense reimbursement guidelines. The CRD Board approved a new Board remuneration framework on September 9, 2015. A primary driver for establishing a CRD Board remuneration philosophy was to recognize the significant amount of commitment required of Directors and to design an approach that would assist with engagement as well as attendance.

3. SCOPE:

The policy applies to all CRD Board Directors, Commission members, First Nations Members and certain Board appointees to external Boards.

4. DEFINITIONS:

“Board Remuneration”: means any compensation paid to Board Directors, certain Commission members, First Nations Members and Board appointees to external Boards as approved by the CRD Board in exchange for undertaking CRD business activities.

5. PROCEDURE:

Human Resources, in consultation with Finance and Technology and Corporate Services, is responsible for the control, coordination, and implementation of the policy. Modifications to the overall policy are to be approved by the Capital Regional District (CRD) Board.

- a) All Board Directors, certain Commission members, Municipal Councillors, First Nations Members and certain Board appointees to external Boards shall receive an annual stipend and/or a payment per meeting and travel expenses as per CRD Board Remuneration and Travel Expense Policy - Schedule 1.
- b) Eligibility for payments is defined in CRD Directors Appointments by Committees, Commissions to External Board - Schedule 2.

- c) The remuneration amounts will be adjusted annually, by Financial Services, based on the Consumer Price Index for the Victoria area for the twelve months ending December 31 of the preceding year – Schedule 3.
- d) The remuneration structure will be reviewed periodically as directed by the Board.

6. SCHEDULES:

- 1. CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY
- 2. REMUNERATION ELIGIBILITY TABLE
- 3. CRD BOARD REMUNERATION PHILOSOPHY

7. AMENDMENTS:

Adoption Date	Description
September 9, 2015 (Revised April 18, 2016)	<i>Approved by the Board</i>
April 12, 2017 (eff. January 1, 2017)	<i>Amendment 1, approved by the Board</i>
May 9, 2018 (eff. January 1, 2019)	<i>Amendment 2, approved by the Board</i>
February 10, 2020 (Schedule 1 and 2 updates)	<i>Amendment 3, approved by Human Resources (eff Jan.2020 Schedule 1; Dec.2019 Schedule 2)</i>
January 13, 2021 (Schedule 2 update)	<i>Amendment 4, approved by the Board</i>
February 2, 2021 (Schedule 1 update)	<i>Amendment 5, approved by Human Resources (eff. Jan.2021)</i>
January 24, 2022 (Schedule 1 update)	<i>Amendment 6, approved by Human Resources (eff. Jan.2022)</i>
January 20, 2023 (Schedule 1 update)	<i>Amendment 7, approved by Human Resources (eff. Jan.2023)</i>
June 2023	<i>Amendment 8, approved by the Board (eff. June 2023)</i>
January 19, 2024 (Schedule 1 update)	<i>Amendment 9, approved by Human Resources (eff. Jan.2024)</i>
December 11, 2024	<i>Amendment 10, approved by the Board (eff. Jan.1, 2025 - Schedule 1: SSI Electoral Area Director, Local Community Commission Commissioner)</i>
January 22, 2025 (Schedule 1 update)	<i>Amendment 11, approved by Human Resources (eff. Jan. 2025)</i>

8. REVIEWS:

Review Date	Description:
Annually	<i>Review annually for schedule(s) update</i>

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

- *Bylaw No. 3828, "Board Procedures Bylaw, 2012"*

SCHEDULE 1

CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY

Effective January 1, 2025

	REMUNERATION	EXPENSE ALLOWANCE	TOTAL	
ANNUAL STIPENDS				
Paid periodically throughout the year (currently, biweekly)				
1	CRD / CRHD Board Directors <i>Includes all CRD/CRHD Board meetings, Committee of the Whole Meetings, and two Standing Committee* commitments</i> <i>*where defined as a standing committee in bylaws or terms of reference</i> <i>AND members are appointed by the Board Chair</i>	15,980	7,990	23,970
2	Electoral Area Directors (additional) - JDF Electoral Area; SGI Electoral Area - SSI Electoral Area	30,803 24,137	15,402 12,068	46,205 36,205
3	CRD Board Chair (additional)	23,501	11,751	35,252
4	CRD Board Vice-Chair (additional)	4,699	2,350	7,049
5	CRHD Board Chair (additional) <i>(Not paid if the CRHD Board Chair is also the CRD Board Vice-Chair)</i>	4,699	2,350	7,049
6	Board Standing Committee Chair, CRD Arts Commission Chair & Solid Waste Advisory Commission Chair (additional) <i>(when appointed by CRD Board Chair)</i>	2,351	1,175	3,526
7	Additional Board Standing Committee(s) (additional) <i>(Payable if Standing Committee Membership exceeds the two remunerated in Section 1)</i>	4,699	2,350	7,049
8	Salt Spring Island Local Community Commissioner <i>(Payable to all elected LCC commissioners, except the Electoral Area Director)</i>	8,753	4,376	13,129
PER MEETING PAYMENTS				
Paid for scheduled attendance at a meeting, except where such meeting has been cancelled in advance (see Footnote 2 – Eligibility Verification)				
9	Alternate CRD/CRHD Board Director and Acting Standing Committee Chair	73	37	110
10	CRD Board Directors - Local & Sub-Regional Commission/Committee Meetings Does not apply when: i. Commission /Committee within the responsibilities of the Electoral Area Director ii. Remuneration is already paid by the Commission iii. The Committee/Commission is not eligible for payment by Act, Regulation, Bylaw or other	73	37	110
11	First Nation Member appointees to eligible CRD Committee	73	37	110

12	CRD Board Directors – appointed by CRD to External Board	73	37	110
	Does not apply when: <ul style="list-style-type: none">i. External Board falls within the responsibilities of the Electoral Area Directorii. Remuneration is already paid by the External Boardiii. The External Board is not eligible for payment by Act, Regulation, Bylaw or other			
13	CRD Municipal Directors who vote on Part 26 Decisions of Juan de Fuca Electoral Area	73	37	110
	Applies only when: <ul style="list-style-type: none">a. Attendance at a JDFEA land use committee meeting of which the director is a memberb. Attendance at any land use public hearing of the JDFEA regarding an area where the director is eligible to vote on decisions at the CRD Board			
	Does not apply to the Electoral Area Director			
14	Alternate CRD Electoral Area Director attending formal Local and Sub-Regional Commission meetings in place of the Electoral Area Director	73	37	110
15	All Commissioners - Regional Water Supply Commission		37	110
16	Forum of Councils – First Nations, Municipal Councilors and Directors	73	37	110
TRAVEL EXPENSES (see Footnote 3 regarding claim process)				
17	All Director, LCC Commissioner, or First Nation Member Travel - to and from meetings where the Director, LCC Commissioner or First Nation Member is a member	\$0.66	Per km. for regularly constituted meetings of Board, Commissions, Standing, and Select Committees	
DIRECTOR TRAVEL Within Capital Region/Vancouver Island and Lower Mainland				
18	Travel by Personal Automobile	\$0.66	Per kilometre	
19	Travel by Bus, Train, Ferry, Air (economy class)	Actual expense	Payable upon receipt	
DIRECTOR TRAVEL Outside Capital Region/Vancouver Island and Lower Mainland				
20	Travel by Personal Automobile	\$0.66	Per kilometre	
21	Travel by Bus, Train, Ferry, Air (economy class), Car Rental (mid-size)	Actual expense	Payable upon receipt	
22	Electoral Area Director Travel - within Electoral Area	\$0.66	For travel greater than 10km from EA Director's residence within the EA or their office, provided the destination is a place to conduct EA business	

23	CRD Board Chair, CRHD Board Chair, Standing Committee Chair - including Acting Chairs	\$0.66	For any business travel of the Board or Standing Committee, provided the expenses are incurred outside the municipality or EA which the Chair represents
MEALS			
24	For Travel Requiring Greater-Than 24 Hours from Place of Residence	\$84.00	Per diem allowance for meals, gratuities, parking, local calls
	For Travel Requiring Less-than 24 Hours from Place of Residence		
25	- Breakfast	\$18.00	See Footnote 1
26	- Lunch	\$24.00	See Footnote 1
27	- Dinner	\$42.00	See Footnote 1
OTHER			
28	Seminars, Courses, Conferences, Meetings	Actual Cost	Registration Fees paid for single participation (Receipt required)
29	Accommodation	Actual Cost	Based on single occupancy
30	Taxi Expenses	Actual Cost	Receipts are required
31	Long Distance Telephone Calls	Actual Cost	Receipts are required

FOOTNOTES

(1) Meal payments will be paid as follows:

If Departure Prior to:	7:00am	Breakfast, Lunch, Dinner
	12:00noon	Lunch, Dinner
	6:00pm	Dinner
If Return After:	12:30pm	Breakfast, Lunch
	6:00pm	Breakfast, Lunch, Dinner

(2) Eligibility Verification:

For attendance at meetings, seminars, courses, conferences and/or meetings outside of CRD facilities, claimants will confirm their attendance on the CRD Travel Expense Report Claim form and eligibility of expense claims will be approved by Legislative Services.

(3) Travel Expense Claims Process:

Claims for travel expenses are submitted to *Legislative Services* for approval on the CRD Travel Expense Report Claim form within thirty (30) *calendar days* of the period in which the expenses were incurred.

SCHEDULE 2

CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY

Remuneration Eligibility Table

Regional Board and Standing Committees	See Footnote
Capital Regional District Board	1
Capital Regional Hospital District Board	1
Capital Region Housing Corporation Board	1, 6
Climate Action Inter-Municipal Task Force	7
Committee of the Whole	1
Core Area Liquid Waste Management Committee	1, 2, 8
Electoral Areas Committee	1, 2, 8
Environmental Services Committee	1, 2, 8
Finance Committee	1, 2, 8
Governance and First Nations Relations Committee	1, 2, 8
Hospitals and Housing Committee	1, 2, 8
Planning and Protective Services Committee	1, 2, 8
Regional Parks Committee	1, 2, 8
Solid Waste Advisory Committee	7
Transportation Committee	1, 2, 8

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*
8. *Payments to be made to respective First Nations Governments on behalf of First Nation Member appointees following attendance at the meeting. Payments for attendance and expenses shall not exceed \$8,250 per year per First Nation. Note that First Nation participation is only permitted where the specific Committee Terms of Reference allow.*

Director Appointments to Local & Subregional Commissions	See Footnote
Arts Commission	3
East Sooke Fire Protection and Emergency Response Service Commission	4
East Sooke Advisory Planning Commission	4
Galiano Island Parks and Recreation Commission	4
Juan de Fuca Board of Variance	4
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission	4
Juan de Fuca Land Use Committee	4
Juan de Fuca Water Distribution Commission	3, 4
Lyall Harbour/Boot Cove Water Local Services Committee	4
Magic Lake Estates Water and Sewer Committee	4
Mayne Island Parks and Recreation Commission	4
North Galiano Fire Protection and Emergency Response Service Commission	4
Otter Point Advisory Planning Commission	4
Otter Point Fire Protection and Emergency Response Service Commission	4
Pender Islands Parks and Recreation Commission	4
Peninsula Recreation Commission	3
Port Renfrew Fire Protection and Emergency Response Service Commission	4
Port Renfrew Utility Services Committee	4
Regional Housing Trust Fund Commission	3
Regional Water Supply Commission	5
Saanich Peninsula Wastewater Commission	3
Saanich Peninsula Water Commission	3
Salt Spring Island Local Community Commission	1,4
Salt Spring Island Electoral Area Emergency Program Advisory Commission	4

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

Director Appointments to Local & Subregional Commissions (con't)	See Footnote
Saturna Island Parks and Recreation Commission	4
Shirley Fire Protection and Emergency Response Service Commission	4
Shirley/Jordan River Advisory Planning Commission	4
Skana Water Service Committee	4
Sooke and Electoral Area Parks and Recreation Commission	3, 4
Southern Gulf Islands Community Economic Sustainability Commission	4
Southern Gulf Islands Electoral Area Emergency Advisory Commission	4
Southern Gulf Islands Harbours Commission	4
Southern Gulf Islands Public Library Commission	4
SSI - Beddis Water Service Commission	4
SSI - Cedar Lane Water Service Commission	4
SSI - Cedars of Tuam Water Service Commission	4
SSI - Fernwood Water Local Service Commission	4
SSI - Fulford Water Service Commission	4
SSI - Ganges Sewer Local Services Commission	4
SSI - Highland Water and Sewer Services Commission	4
Sticks Allison Water Local Service Committee	4
Surfside Park Estates Water Service Committee	4
Traffic Safety Commission	3
Victoria Family Court and Youth Justice Committee	3
Water Advisory Committee	6
Wilderness Mountain Water Service Commission	4
Willis Point Fire Protection and Recreation Facilities Commission	4

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

Regional Board Appointments to External Boards	See Footnote
Capital Regional Emergency Services Telecommunications	5
Greater Victoria Coalition to End Homelessness Society	6
Greater Victoria Harbour Authority Board	5
Greater Victoria Labour Relations Board	3
Gulf Islands National Park Reserve Advisory Board	4
Island Corridor Foundation Board	5
Municipal Finance Authority	5
Pender Islands' Fire Protection Society	4
Regional Representative to the Treaty Table	3
Royal and McPherson Theatres Society Advisory Committee	7
Royal and McPherson Theatres Society Board	3
Salt Spring Island Ferry Advisory Committee	4
Sooke Historical Society	4
Southern Gulf Islands Ferry Advisory Committees	4
Vancouver Island Regional Library	4

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

SCHEDULE 3

CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY

CRD Board Remuneration Philosophy
(Effective January 1, 2016)

- a base Director annual stipend as the average paid to CRD member councillors, which recognizes attendance at all Board meetings and Committee of the Whole meetings plus two Standing Committee commitments; and
- an additional annual stipend to Electoral Area Directors which recognizes all additional Electoral Area work including Electoral Area Commission commitments; and
- an additional annual stipend to the CRD Board Chair consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees; and
- additional annual stipends to recognize the additional commitments of the: CRD Board Vice-Chair; Capital Region Hospital District Chair; Standing Committee Chairs; CRD Directors appointed as a Commission Chair, when such Commission Chair appointment is made directly by the CRD Board Chair *[amended effective January 1, 2017]*; and CRD Directors who are involved on more than two Standing Committees; and
- per meeting payments to CRD Directors appointed to local and sub-regional Commissions and external boards (except where remuneration is already paid and/or not eligible); and
- per meeting payments to Alternate Directors consistent with payments made by other Regional Districts; and
- that the annual cost of living adjustment based on the Victoria Consumer Price Index continue to be applied, and that a regular review be undertaken every three (3) to five (5) years to ensure remuneration remains comparable.

4. **REPORTS OF COMMITTEES**2972 **Electoral Area Services - July 9, 2003**✓1. **A Bylaw to Amend Building Regulation Bylaw No. 4, 2002 (Bylaw 2990)**

MOVED by Director Lund, SECONDED by Director Holman,
that the Capital Regional District Board amend Appendix N of Building Bylaw No.
2990 so that the words "or sheds less than 25 square metres" are added after the word
"sundecks".

CARRIED2973 **Finance, Corporate and Intergovernmental - June 25, 2003**✓1. **Remuneration for Regional Water Supply Commissioners**

MOVED by Director Leonard, SECONDED by Director Amos,
that the resolution that Regional Water Supply Commissioners be compensated at the
CRD Alternate Director rate per meeting (currently \$77/meeting) be approved and that it
be clarified that the money for this remuneration will be coming out of the budget for
water, collected through utilities.

During discussion the following points were made:

- those Commissioners who are most in need of remuneration are those who are not on the CRD Board;
- there needs to be a balance here but there are many committees which Directors sit on which require a lot of extra work;
- consideration needs to be given to whether a precedent is being set for other committees and what the budget implications are;

Ms. Lokken advised that there are approximately 60 committees and commissions in total that do work for the CRD. However this is the only group where the municipalities are required to have public consultation, as part of the appointment process followed by municipal councils in making their appointments. With Juan de Fuca Land Use Committees "A" and "B" there is also separate legislation that dictates the membership. These are the only two circumstances where there is separate legislation that dictates the membership and distinguishes them from other CRD committees and commissions.

- the question arises as to whether work on the Water Commission is deemed to be part of a CRD Director's work where that person serves in both capacities; serving on the Water Commission is demanding and requires time away from paid work.

The motion was then put,

CARRIED

Excerpt from the Water Supply and Sooke Hills Protection Regulation

Establishment of a regional water supply commission

- 3 (1) A bylaw establishing a standing committee of the regional district board known as the regional water supply commission must be adopted by the regional district board by September 30, 1997.
- (2) The members of the water supply commission are as follows:
 - (a) any members of the council of each municipality within the participating are appointed by the council and equivalent in number to those the municipality has on the regional district board;
 - (b) the director for the Juan de Fuca Electoral Area.
- (3) Prior to appointing members to the water supply commission, a municipal council must provide an opportunity for the public to advise the council on appointments to the water supply commission by
 - (a) holding a public meeting to discuss the appointments,
 - (b) scheduling a portion of a regular council meeting to discuss the appointments, or
 - (c) otherwise offering the public a reasonable opportunity to advise council on the appointments.
- (4) Section 783 of the Municipal Act governs the number of votes that each member of the water supply commission may cast on resolutions before that commission.
- (5) A quorum of the water supply commission is a majority of its members.
- (6) If a position on the water supply commission becomes vacant, the vacancy must be filled
 - (a) in the case where the incumbent was the director for the Juan de Fuca Electoral Area, at the next election for such director, and
 - (b) in the case of an appointee of a municipal council, by the municipal council making a new appointment within 30 days of the vacancy arising.
- (7) Alternate members of the water supply commission may be appointed to act in the absence of members and sections 786 and 787 of the Municipal Act apply to these directors and their appointment.
- (8) The term for members on the water supply commission ends immediately before the first Monday following December 1 in the year of the general local elections.

[am. B.C. Reg. 469/99.]

Procedures of the regional water supply commission

- 4 (1) The water supply commission must review any matter, relating to the regional water supply service, initiated by the water supply commission or referred to it by the regional board, a participating municipal council, the Saanich Peninsula Water Commission, the water distribution commission, or a participating electoral area director.

- (2) The water supply commission must consider any matter referred to it under subsection (1) within a reasonable period of time.

Establishment of the Juan de Fuca water distribution commission

- 6 (1) A bylaw establishing a standing committee of the regional board known as the Juan de Fuca water distribution commission must be adopted by the regional district board by September 30, 1997.
- (2) The water distribution commission is a standing committee under Part 24 of the Municipal Act.
- (3) The water distribution commission includes council members, as specified in this section, from each of the following participating areas:
 - (a) the City of Colwood;
 - (b) the District of Langford;
 - (c) the Town of View Royal;
 - (d) the District of Metchosin;
 - (e) the District of Sooke;
 - (f) the Juan de Fuca Electoral Area.
- (4) The number of members of the water distribution commission that a council of a participating area may appoint is equal to the number of council members that municipality has on the regional district board.
- (5) The director for the Juan de Fuca Electoral Area is a member of the water distribution commission.
- (6) Section 783 of the Municipal Act governs the number of votes that each member of the water distribution commission may cast on resolutions before that commission.
- (7) Prior to appointing a member to the water distribution commission, a municipal council must provide an opportunity for the public to advise council on appointments to the water distribution commission as described in section 3 (3).
- (8) A quorum of the water distribution commission is a majority of its members.
- (9) If a position on the water distribution commission becomes vacant, the vacancy must be filled
 - (a) in the case where the incumbent was the director for the Juan de Fuca Electoral Area, at the next election for such director, and
 - (b) in the case an appointee of a municipal council, by the municipal council making a new appointment within 30 days of the vacancy arising.
- (10) Alternate members on the water distribution commission maybe appointed to act in the absence of the member and these alternate members must be appointed in the same manner as alternate municipal or electoral area directors are appointed under sections 786 and 787 of the Municipal Act.
- (11) The term for members on the water distribution commission ends immediately before the first Monday following December 1 in the year of the general local elections.



Capital Regional District

HOTSHEET AND ACTION LIST

Regional Water Supply Commission

Wednesday, January 15, 2025

1:30 PM

CRD Board Room
6th Floor, 625 Fisgard Street
Victoria, BC

The following is a quick snapshot of the FINAL Regional Water Supply Commission decisions made at the meeting. The minutes will represent the official record of the meeting. A name has been identified beside each item for further action and follow-up.

5. ADOPTION OF MINUTES

The minutes of the November 20, 2024 meeting were adopted as circulated.

9. COMMISSION BUSINESS

The following was received for information:

9.1 Summary of Recommendations from Other Water Commissions

9.2 Water Watch Report

13. MOTION TO CLOSE THE MEETING

That the meeting be closed in accordance with the Community Charter, Part 4, Division 3:

1. Personal information under Section 90 (1)(a) [1 Item]

CARRIED

14. RISE AND REPORT

The Commission rose from its closed session without report.



Capital Regional District

HOTSHEET AND ACTION LIST

Saanich Peninsula Water Commission

Thursday, January 16, 2025

9:30 AM

Meeting Room 2
Sidney Community Safety Building
2245 Oakville Avenue, Sidney, BC

The following is a quick snapshot of the FINAL Saanich Peninsula Water Commission decisions made at the meeting. The minutes will represent the official record of the meeting. A name has been identified beside each item for further action and follow-up.

5. ADOPTION OF MINUTES

The minutes of the October 17, 2024 meeting were not adopted. These minutes will be adopted at the next commission meeting.

9. COMMISSION BUSINESS

9.1 Saanich Peninsula Water Commission Representation – Water Advisory Committee

Recommendation: That the Vice Chair of the Saanich Peninsula Water Commission be appointed as the Commission's representative on the Water Advisory Committee for a one-year term ending December 31, 2025.

CARRIED

The following was received for information:

9.2 Summary of Recommendations from Other Water Commissions

9.3 Water Watch Report

CAPITAL REGIONAL DISTRICT - INTEGRATED WATER SERVICES

Water Watch

Issued November 25, 2024

Water Supply System Summary:

1. Useable Volume in Storage:

Reservoir	November 30 5 Year Ave		November 30/23		November 24/24		% Existing Full Storage
	ML	MIG	ML	MIG	ML	MIG	
Sooke	72,975	16,055	65,479	14,405	70,912	15,601	76.5%
Goldstream	7,732	1,701	7,835	1,724	9,906	2,179	99.9%
Total	80,707	17,755	73,314	16,129	80,818	17,780	78.7%

2. Average Daily Demand:

For the month of November	106.0 MLD	23.32 MIGD
For week ending November 24, 2024	106.1 MLD	23.34 MIGD
Max. day November 2024, to date:	109.7 MLD	24.13 MIGD

3. Average 5 Year Daily Demand for November

Average (2019 - 2023)	102.1 MLD ¹	22.46 MIGD ²
-----------------------	------------------------	-------------------------

¹MLD = Million Litres Per Day ²MIGD = Million Imperial Gallons Per Day

4. Rainfall November:

Average (1914 - 2023):	261.8 mm
Actual Rainfall to Date	211.6 mm (81% of monthly average)

5. Rainfall: Sep 1- Nov 24

Average (1914 - 2023):	442.4 mm
2023/2024	526.1 mm (119% of average)

6. Water Conservation Action Required:

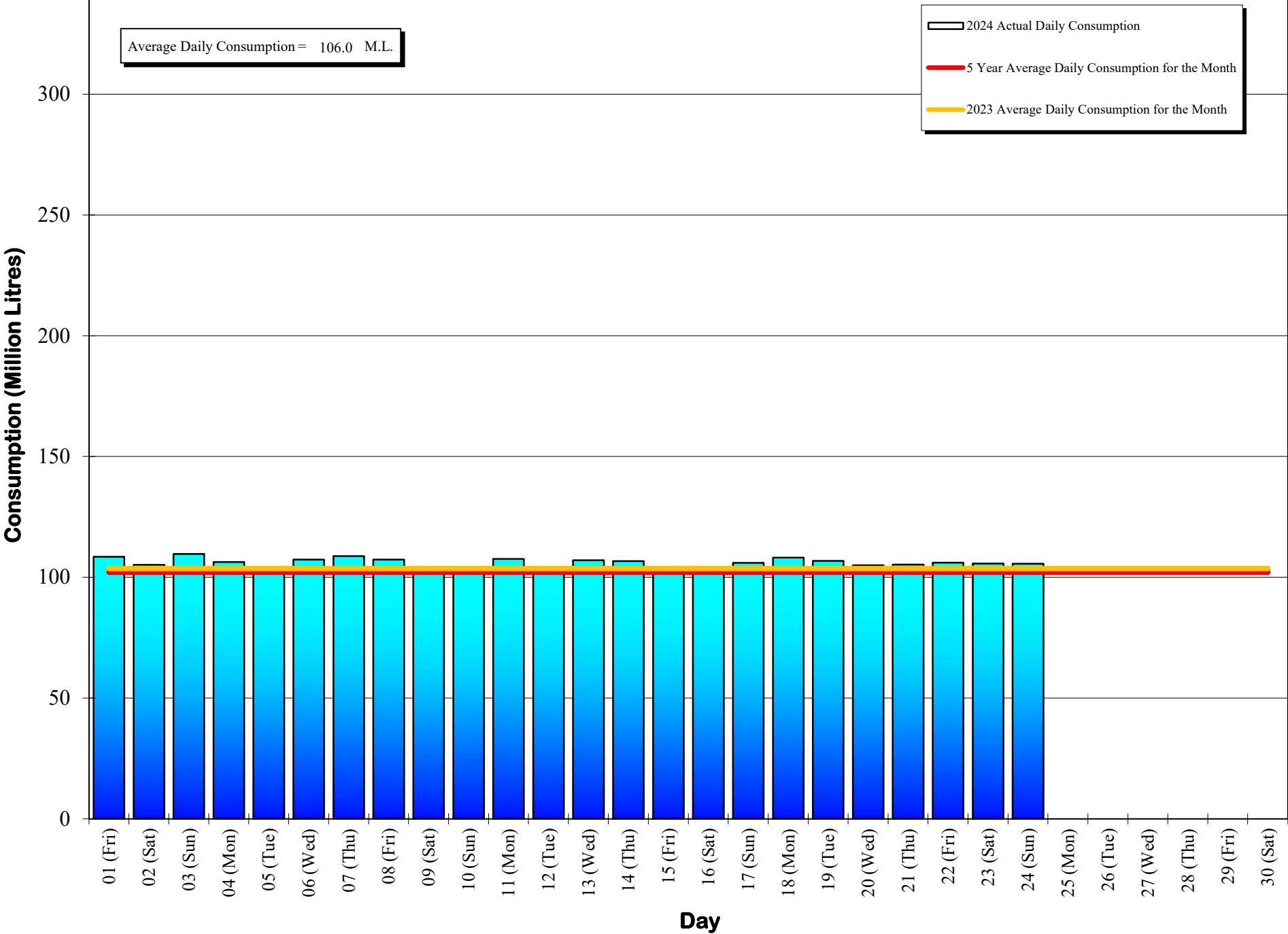
To avoid possible leaks this spring, now is the time to winterize your sprinkler system.
Visit our website at www.crd.bc.ca/water for more information.

If you require further information, please contact:

Alicia Fraser, P. Eng.
General Manager, CRD - Integrated Water Services
or
Glenn Harris, Ph D., RPBio
Senior Manager - Environmental Protection

Capital Regional District Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7
(250) 474-9600

Daily Consumption
November 2024



Daily Consumptions: - November 2024

Date	Total Consumption		Air Temperature @ Japan Gulch		Weather Conditions	Precipitation @ Sooke Res.: 12:00am to 12:00am			
	(ML) ¹	(MIG) ²	High (°C)	Low (°C)		Rainfall (mm)	Snowfall ³ (mm)	Total Precip.	
01 (Fri)	108.5		23.9	9	7	Cloudy / Showers	11.4	0.0	11.4
02 (Sat)	105.2		23.1	9	7	Cloudy / Showers	1.5	0.0	1.5
03 (Sun)	109.7	<=Max	24.1	10	6	Cloudy	0.0	0.0	0.0
04 (Mon)	106.4		23.4	11	5	Cloudy / Rain	23.6	0.0	23.6
05 (Tue)	104.2		22.9	9	5	Cloudy / P. Sunny	0.0	0.0	0.0
06 (Wed)	107.4		23.6	10	5	Cloudy	0.0	0.0	0.0
07 (Thu)	108.8		23.9	12	5	Sunny / P. Cloudy	0.0	0.0	0.0
08 (Fri)	107.4		23.6	10	5	Cloudy / P. Sunny / Showers	3.8	0.0	3.8
09 (Sat)	102.2	<=Min	22.5	9	9	Cloudy / Showers	13.7	0.0	13.7
10 (Sun)	103.0		22.7	10	8	Cloudy / Showers	13.7	0.0	13.7
11 (Mon)	107.6		23.7	10	7	Cloudy / Rain	20.1	0.0	20.1
12 (Tue)	104.3		23.0	9	7	Cloudy / Showers	11.2	0.0	11.2
13 (Wed)	107.1		23.6	10	8	Cloudy / Rain	36.8	0.0	36.8
14 (Thu)	106.7		23.5	9	2	Sunny / P. Cloudy / Showers	2.3	0.0	2.3
15 (Fri)	104.2		22.9	6	1	Sunny / P. Cloudy	0.0	0.0	0.0
16 (Sat)	102.9		22.6	6	2	Cloudy / Rain	22.6	0.0	22.6
17 (Sun)	106.0		23.3	8	3	Cloudy / Showers	4.8	0.0	4.8
18 (Mon)	108.2		23.8	5	1	Cloudy / P. Sunny / Showers	8.6	0.0	8.6
19 (Tue)	106.8		23.5	6	1	Cloudy / Showers	9.2	0.0	9.2
20 (Wed)	105.0	(Note 4)	23.1	8	5	Cloudy / Showers	6.1	0.0	6.1
21 (Thu)	105.3	(Note 4)	23.2	8	3	Cloudy / Showers	0.3	0.0	0.3
22 (Fri)	106.1	(Note 4)	23.3	10	5	Cloudy / P. Sunny / Showers	12.7	0.0	12.7
23 (Sat)	105.7	(Note 4)	23.3	8	3	Cloudy / P. Sunny / Showers	7.9	0.0	7.9
24 (Sun)	105.6	(Note 4)	23.2	7	5	Cloudy / Showers	1.3	0.0	1.3
25 (Mon)									
26 (Tue)									
27 (Wed)									
28 (Thu)									
29 (Fri)									
30 (Sat)									
TOTAL	2544.3 ML	559.76 MIG					211.6	0	211.6
MAX	109.7	24.13	12	9			36.8	0	36.8
AVG	106.0	23.32	8.7	4.8			8.8	0	8.8
MIN	102.2	22.49	5	1			0.0	0	0.0

1. ML = Million Litres

2. MIG = Million Imperial Gallons

3. 10% of snow depth applied to rainfall figures for snow to water equivalent.

4. The No. 4 and No. 5 Main Meter's did not record data over this time. The data gap is believed to be related to a malfunction of the sensors. In lieu of data, consumption was estimated for each day based on the average consumption of the last 10 days of recorded data.

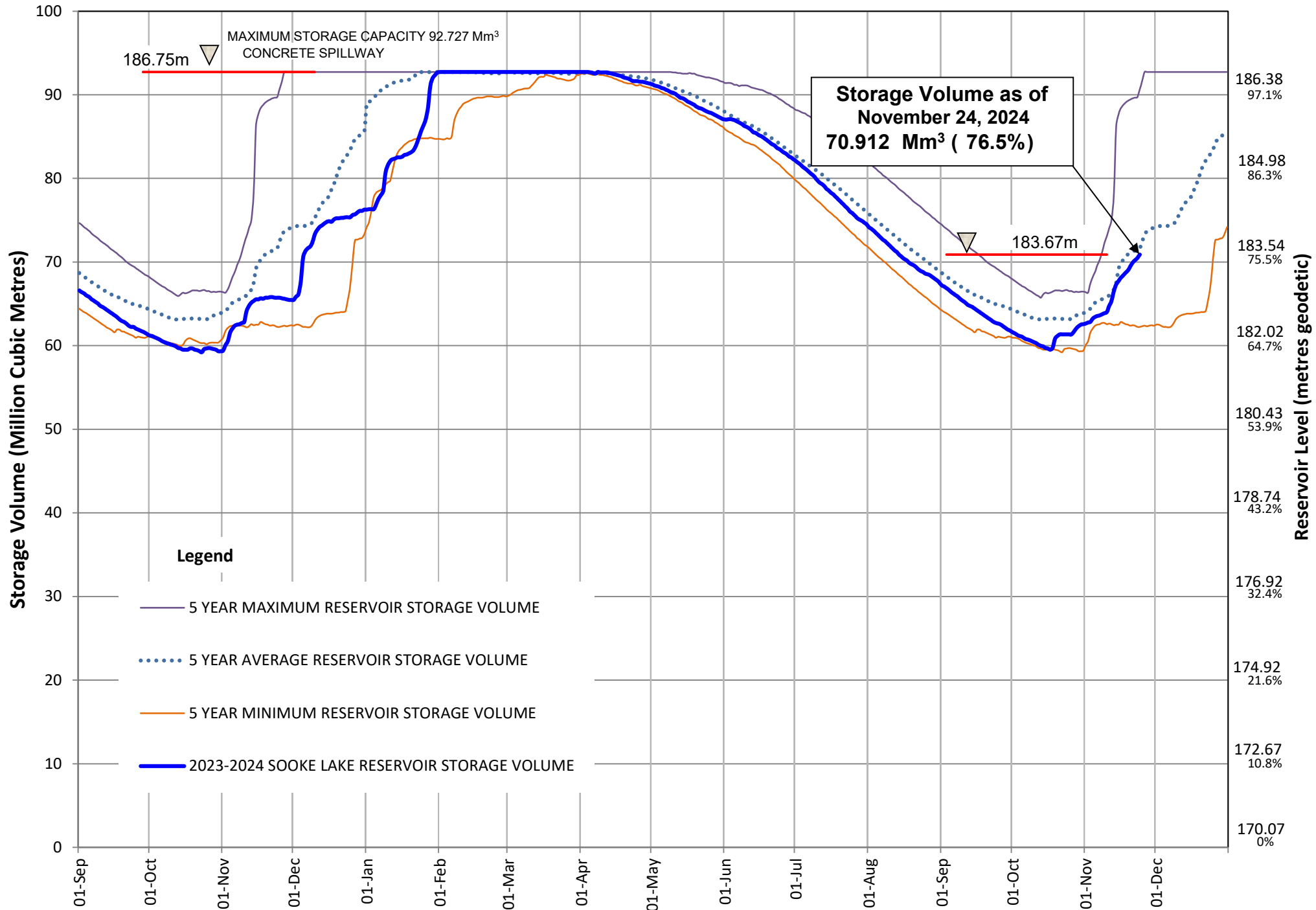
Average Rainfall for November (1914-2023)	261.8 mm
Actual Rainfall: November	211.6 mm
% of Average	81%
Average Rainfall (1914-2023): Sept 01 - Nov 24	442.4 mm
Actual Rainfall (2023/24): Sept 01 - Nov 24	526.1 mm
% of Average	119%

Number days with precip. 0.2 or more
19

Water spilled at Sooke Reservoir to date (since Sept. 1) = 0.00 Billion Imperial Gallons
= 0.00 Billion Litres

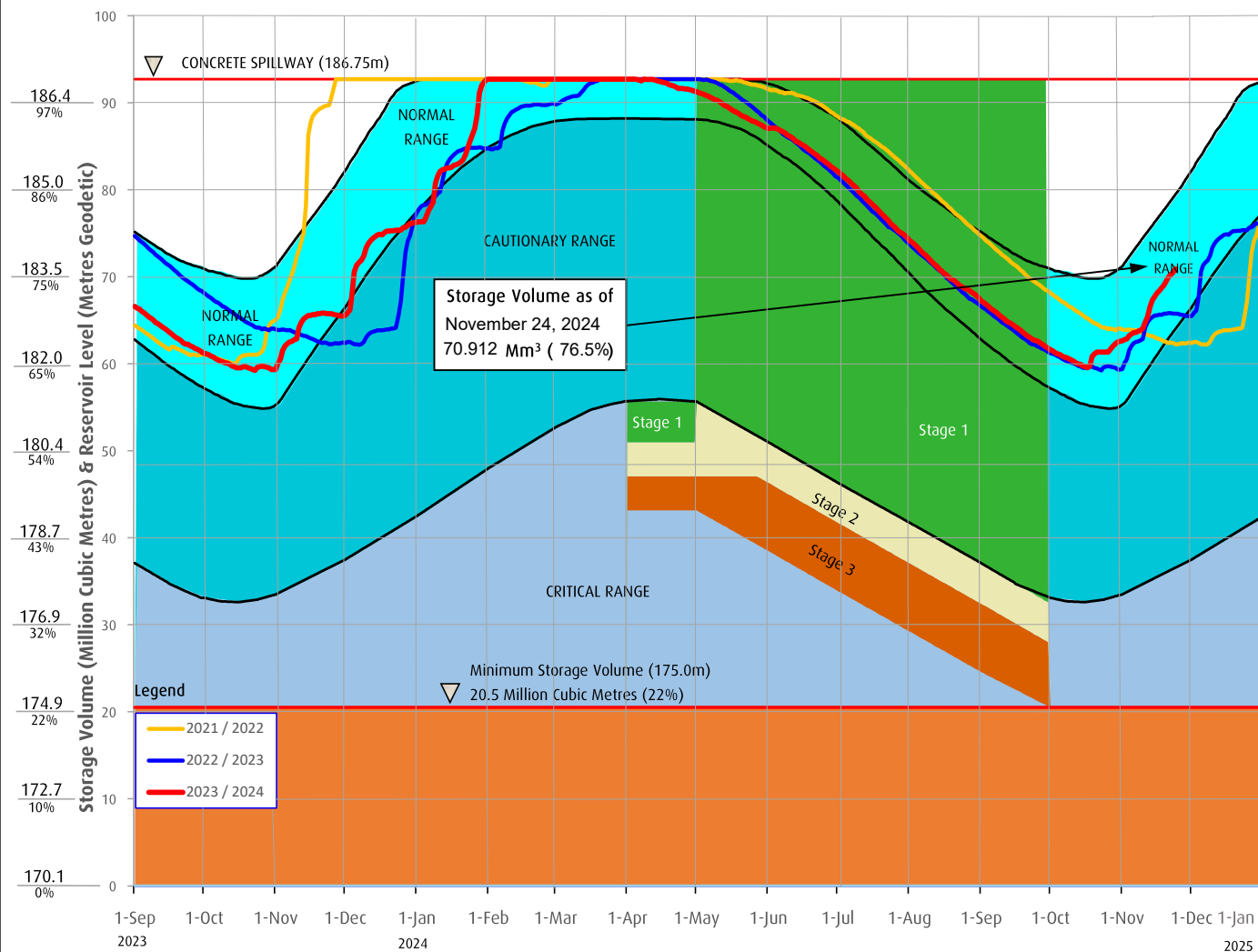
SOOKE LAKE RESERVOIR STORAGE SUMMARY

2023 / 2024



Sooke Lake Reservoir Storage Level

Water Supply Management Plan



FAQs

How are water restriction stages determined?

Several factors are considered when determining water use restriction stages, including,

1. Time of year and typical seasonal water demand trends;
2. Precipitation and temperature conditions and forecasts;
3. Storage levels and storage volumes of water reservoirs (Sooke Lake Reservoir and the Goldstream Reservoirs) and draw down rates;
4. Stream flows and inflows into Sooke Lake Reservoir;
5. Water usage, recent consumption and trends; and customer compliance with restriction;
6. Water supply system performance.

The Regional Water Supply Commission will consider the above factors in making a determination to implement stage 2 or 3 restrictions, under the Water Conservation Bylaw.

At any time of the year and regardless of the water use restriction storage, customers are encouraged to limit discretionary water use in order to maximize the amount of water in the Regional Water Supply System Reservoirs available for nondiscretionary potable water use.

Stage 1 is normally initiated every year from May 1 to September 30 to manage outdoor use during the summer months. During this time, lawn watering is permitted twice a week at different times for even and odd numbered addresses.

Stage 2 Is initiated when it is determined that there is an acute water supply shortage. During this time, lawn water is permitted once a week at different times for even and odd numbered addresses.

Stage 3 Is initiated when it is determined that there is a severe water supply shortage. During this time, lawn watering is not permitted. Other outdoor water use activities are restricted as well.

For more information, visit www.crd.bc.ca/drinkingwater

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Useable Reservoir Volumes in Storage for November 24, 2024

