

## Meeting Minutes

### Juan De Fuca Water Distribution Commission

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Tuesday, April 1, 2025

1:30 PM

Goldstream Conference Room  
479 Island Hwy  
Victoria BC V9B 1H7

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**PRESENT:**

Commissioners: G. Baird (Chair), M. Wagner (Vice Chair), S. Donaldson, D. Grove, C. Harder (EP), K. Pearson (EP)

Staff: Alicia Fraser, General Manager, Infrastructure and Water Services; Shayne Irg, Senior Manager, Water Infrastructure Operation; Joseph Marr, Senior Manager, Infrastructure Engineering; Natalie Tokgoz, Manager, Water Distribution Engineering and Planning; Denise Dionne, Manager, IWS Business Support Services; Megan MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

Guest: S. Heffernan, Consultant, Urban Systems Ltd.

Regrets: Commissioners: J. Rogers, A. Wickheim

The meeting was called to order at 1:30 pm.

#### 1. Territorial Acknowledgement

The Chair provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED by Commissioner Wagner, SECONDED by Commissioner Donaldson,  
That the agenda for the April 1, 2025 Juan de Fuca Water Distribution  
Commission meeting be approved.  
CARRIED**

#### 3. Adoption of Minutes

- 3.1. [25-0385](#) Minutes of the Juan de Fuca Water Distribution Commission Meeting of February 4, 2025

**MOVED by Commissioner Grove, SECONDED by Commissioner Donaldson,  
That the minutes of the Juan de Fuca Water Distribution Commission meeting of  
February 4, 2025 be adopted as circulated.  
CARRIED**

#### 4. Chair's Remarks

Chair Baird spoke to the Capital Regional District Board budget. He encouraged members to share with him, their opinions on new staff positions and service delivery related to Infrastructure and Water Services.

#### 5. Presentations/Delegations

There were no presentations or delegations.

#### 6. Commission Business

##### 6.1. [25-0393](#) General Manager's Verbal Update

A. Fraser presented Item 6.1. for information and provided the following updates:

- the Sooke Lake Reservoir reached capacity in late February
- crews were able to promptly repair a water main break in Sooke on March 21

##### 6.2. [25-0386](#) Juan de Fuca Water Distribution Development Cost Charge Program Update

N. Tokgoz spoke to item 6.2. and introduced the consultant, S. Heffernan of Urban Systems Ltd.

Discussion ensued regarding:

- ongoing community consultation
- growth projections are informed by each municipalities Official Community Plan (OCP)
- the benefits of regular updates to the Development Cost Charge (DCC) Program
- clarification on building retrofits, designations and exemptions related to secondary suites

**MOVED by Commissioner Wagner, SECONDED by Commissioner Grove, The Juan de Fuca Water Distribution Commission recommends to the capital Regional District Board:**

1. That Bylaw No. 4669, "Development Cost Charge Bylaw (Juan de Fuca Water Distribution), No. 1, 2000, Amendment Bylaw No. 10, 2025", be introduced and read a first, second and third time.
2. That Bylaw No. 4669 be forwarded to the Inspector of Municipalities for approval.

**CARRIED**

##### 6.3. [25-0379](#) Summary of Recommendations from Other Water Commissions

A. Fraser presented Item 6.3. for information.

6.4. [25-0378](#) Water Watch Report

A. Fraser presented Item 6.4. for information.

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

8.1. Invasive Species in Sooke River

Commissioner Pearson noted that the T'Sou-ke Nation sent correspondence to a number of interested parties regarding an invasive Japanese Knotweed infestation in the Sooke River.

Discussion ensued regarding:

- potential impacts to water in the region
- the roles and responsibilities of interested parties
- advantages of being proactive in this matter

9. Adjournment

**MOVED by Commissioner Grove, SECONDED by Commissioner Donaldson,  
That the April 1, 2025 Juan de Fuca Water Distribution Commission meeting be  
adjourned at 2:08 p.m.  
CARRIED**

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CHAIR

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RECORDER