



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

Tuesday, July 8, 2025

1:30 PM

Goldstream Conference Room
479 Island Hwy
Victoria BC V9B 1H7

Special Meeting

Members of the public can view the live meeting via MS Teams: [Click here](#)

G. Baird (Chair), M. Wagner (Vice Chair), S. Donaldson, D. Grove, C. Harder, K. Pearson,
J. Rogers, 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. Approval of Agenda

3. Presentations/Delegations

The public are welcome to attend CRD meetings in-person. Delegations will have the option to participate electronically. Please complete the online application at www.crd.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 Commission at legserv@crd.bc.ca.

4. Special Meeting Matters

4.1. [25-0787](#) General Manager's Verbal Update - July

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

4.2. [25-0647](#) Bylaw No. 4670 and Proposed Amendments to the Water Supply Agreement Between the Capital Regional District and the City of Langford (Westhills Development)

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

1. That Bylaw No. 4670, "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 6, 2025", be introduced and read a first, second, and third time.
2. That staff be directed to prepare an amended agreement to the existing "Water Supply Agreement between Capital Regional District and the Corporation of the City of Langford" executed May 2, 2007, to include the six parcels as requested in the City of Langford's December 20, 2024 letter subject to successful adoption of Bylaw No. 4670.
3. That, on execution of an amended water supply agreement, Bylaw No. 4670 proceed to obtain participating area approval based on the Provincial approval process set out in the Capital Region Water Supply and Sooke Hill Protection Act, and if successful, that Bylaw No. 4670 be forwarded to the Inspector of Municipalities for approval.

Attachments: [Staff Report: Bylaw No. 4670 & Amendments to Water Supply Agreement](#)
[Appendix A: Water Supply Agreement \(May 2, 2007\)](#)
[Appendix B: Request from City of Langford to Remove Parcels](#)
[Appendix C: Request from Property Owners to Remove Parcels](#)
[Appendix D: Bylaw No. 4670](#)
[Appendix E: Water Supply Agreement Amendment No. 2 \(2025\)](#)
[Appendix F: Staff Report to RWS Commission \(June 18, 2025\)](#)
[Appendix G: Map of Parcels](#)

4.3. [25-0786](#) 2026 Service Delivery - Staffing Requirements

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

Attachments: [Staff Report: 2026 Service Delivery - Staffing Requirements](#)
[Appendix A: JDF Initiative Business Case Summaries](#)

4.4. [25-0818](#) Summary of Recommendations from Other Water Commissions

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

Attachments: [Summary: RWS - June 18, 2025](#)

4.5. [25-0817](#) Water Watch Report

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

Attachments: [Water Watch Report - June 30, 2025](#)

5. Adjournment

The next meeting is September 2, 2025.

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



Making a difference...together

REPORT TO JUAN DE FUCA WATER DISTRIBUTION COMMISSION MEETING OF TUESDAY, JULY 8, 2025

SUBJECT **Bylaw No. 4670 and Proposed Amendments to the Water Supply Agreement Between the Capital Regional District and the City of Langford (Westhills Development)**

ISSUE SUMMARY

The City of Langford (Langford) has requested removal of six parcels of land from the Juan De Fuca (JDF) Water Distribution service area and an amendment to the water supply agreement between the Capital Regional District (CRD) and Langford that defines the terms of sale of water from the CRD Regional Water service to the Langford bulk water connection, that in turn, provides water to the Westhills Development area exempt lands.

BACKGROUND

Since May 2, 2007, Langford and the CRD have had a water supply agreement (Agreement) which defines terms and conditions for the sale of water directly from the Regional Water Service (RWS) to the Langford bulk water connection, which then in turn provides water to a private water system owned by Langford and operated by Sustainable Services Ltd. (SSL) on behalf of Langford. SSL then services those lands known as the Westhills Development. As a result of this arrangement, the JDF Water Distribution System is not required to provide water service to these lands.

Langford is proposing amendments to the Schedule A of the Agreement (Appendix A), which defines the jurisdictional boundaries where water may be provided by SSL. Due to the constraints set by the Capital Region Water Supply and Sooke Hills Protection Act, along with the Local Government Act's requirements for removing parcels from service areas, the process can only be achieved by amending the service establishing bylaw for the Juan de Fuca Water Distribution Service, Bylaw No. 2538, "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997".

Proposed Amendment

Langford is requesting an expansion of the Westhills Water Service Area by including the following six additional parcels of land which are currently within the JDF Water Distribution service area (Appendix G):

1. 2941 Irwin Road – PID 032-201-079 Lot 1 Section 26 Goldstream District Plan EPP 123732
2. 2940 Irwin Road – PID 031-867-464 Parcel A (Being a Consolidation of Lots A and B see CB 402267) Section 26 Goldstream District Plan 38777 Except Plan EPP 123732
3. 1289 Valemount Court - PID 025-020-625 - Lot 3 Section 87 Metchosin District Plan VIP 72303
4. 1277 Valemount Court - PID 025-020-617 - Lot 2 Section 87 Metchosin District Plan VIP 72303

5. 1265 Valemount Court - PID 025-020-587 - Lot 1 Section 87 Metchosin District Plan VIP 72303
6. 1253 Valemount Court – PID 024-841-269 - Lot A Section 87 Metchosin District Plan VIP 71289

The request from Langford is attached (Appendix B). Letters have also been received from the existing landowners requesting to be excluded from the JDF Water Distribution service area and to be included in the Langford/SSL service area (Appendix C).

Required Actions

The following actions are required to fulfill Langford's request:

1. The JDF Water Distribution Commission would need to recommend that the CRD Board amend the existing JDF service area bylaw (Bylaw No. 2538) to exclude amendment areas from the existing service area. The amending Bylaw No. 4670 is included in Appendix D.
2. The RWS Commission would need to approve the proposed amendment areas to the Agreement (Appendix E).
3. Because Bylaw 2538 is an establishing bylaw, any amendments to it require approval of the participating areas. However, as this is a *Capital Region Water Supply and Sooke Hills Protection Act* bylaw, changes to the service area only require Provincial approval, as an alternative to typical participating area approval processes. The approval process can commence after the CRD Board approves the first three readings of the amending Bylaw No. 4670 and the ministerial approvals are obtained, which typically takes approximately 5 months to complete.

Approval Status

At its June 18, 2025 meeting, the RWS Commission approved the following recommendations presented in a staff report (Appendix F):

The Regional Water Supply Commission recommends to the Capital Regional District Board:

1. *That Bylaw No. 4670, "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 6, 2025", be read a first, second, and third time.*
2. *That staff be directed to prepare an amended agreement to the existing "Water Supply Agreement between Capital Regional District and the Corporation of the City of Langford" executed May 2, 2007, to include the six parcels as requested in the City of Langford's December 20, 2024 letter subject to successful adoption of Bylaw No. 4670.*
3. *That, on execution of an amended water supply agreement, Bylaw No. 4670 proceed to obtain participating area approval based on the Provincial approval process set out in the Capital Region Water Supply and Sooke Hill Protection Act, and if successful, that Bylaw No. 4670 be forwarded to the Inspector of Municipalities for approval.*

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4670, “Water Distribution Local Service Area Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 6, 2025”, be introduced and read a first, second, and third time.
2. That staff be directed to prepare an amended agreement to the existing “Water Supply Agreement between Capital Regional District and the Corporation of the City of Langford” executed May 2, 2007, to include the six parcels as requested in the City of Langford’s December 20, 2024 letter subject to successful adoption of Bylaw No. 4670.
3. That, on execution of an amended water supply agreement, Bylaw No. 4670 proceed to obtain participating area approval based on the Provincial approval process set out in the *Capital Region Water Supply and Sooke Hill Protection Act*, and if successful, that Bylaw No. 4670 be forwarded to the Inspector of Municipalities for approval.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Alignment with Existing Plans & Strategies

Exempting properties in the Westhills Development area, which cannot be serviced or economically serviced by the JDF Water Service but can be serviced by Langford and SSL, aligns with past CRD goals and practices.

Financial Implications

These properties will be exempt from JDF Development Cost Charges as a result of removal from the JDF service area.

Legal Implications

The service participants for the JDF Water Distribution Service are the City of Colwood; the City of Langford; the District of Metchosin; the District of Highlands; the District of Sooke; the Town of View Royal; and the Juan de Fuca Electoral Area. As an establishing service area bylaw, Bylaw No. 2538 may be amended by two-thirds vote of the participants, or by whatever method was used to adopt the bylaw in first instance. It has been confirmed with the Province that the approval process used for adoption of the bylaw – that is, Provincial approval only – may be pursued. If this does not occur in a timely fashion, it is recommended that municipal and electoral area director consent on behalf be used, given the cost of an Alternative Approval Process and the low-likelihood of failure of this otherwise administrative change given the two-thirds threshold.

CONCLUSION

The City of Langford (Langford) has requested the removal of six parcels of land from the Juan De Fuca Water Distribution service area and an amendment to the existing water supply agreement between the Capital Regional District (CRD) and Langford specific to the Westhills

Development area. Due to the constraints set by the Capital Region Water Supply and Sooke Hills Protection Act, along with the Local Government Act's requirements for removing parcels from service areas, the process can only be achieved by amending the service establishing Bylaw No. 2538 for the Juan de Fuca Water Distribution Service. Staff recommend proceeding with amending the water supply agreement between the CRD and Langford and amending Bylaw No. 2538 to exempt the requested parcels from the Juan de Fuca Water Distribution Service area.

RECOMMENDATION

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

1. That Bylaw No. 4670, "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 6, 2025", be introduced and read a first, second, and third time.
2. That staff be directed to prepare an amended agreement to the existing "Water Supply Agreement between Capital Regional District and the Corporation of the City of Langford" executed May 2, 2007, to include the six parcels as requested in the City of Langford's December 20, 2024 letter subject to successful adoption of Bylaw No. 4670.
3. That, on execution of an amended water supply agreement, Bylaw No. 4670 proceed to obtain participating area approval based on the Provincial approval process set out in the *Capital Region Water Supply and Sooke Hill Protection Act*, and if successful, that Bylaw No. 4670 be forwarded to the Inspector of Municipalities for approval.

Submitted by:	Joseph Marr, P. Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Alicia Fraser, P. Eng., General Manager, Infrastructure and Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Water Supply Agreement (May 2, 2007)
Appendix B: Request from City of Langford to Remove Parcels
Appendix C: Request from Property Owners to Remove Parcels
Appendix D: Bylaw No. 4670
Appendix E: Water Supply Agreement Amendment No. 2 (2025)
Appendix F: Staff Report to Regional Water Supply Commission (June 18, 2025)
Appendix G: Map of Parcels

WATER SUPPLY AGREEMENT

THIS Agreement is made as of the 2nd day of May, 2007.

BETWEEN:

CAPITAL REGIONAL DISTRICT
PO Box 1000, Victoria, B.C. V8W 2S6

("CRD ")

OF THE FIRST PART

AND:

THE CORPORATION OF THE CITY OF LANGFORD
877 Goldstream Avenue, Victoria, B.C. V9B 2X8

("LANGFORD")

OF THE SECOND PART

WHEREAS

- A. Under *Water Supply Local Service Area Establishment Bylaw No. 1, 1997*, the CRD established and operates a water supply service in the service area established by that bylaw, including Langford;
- B. Langford wishes to enter into an agreement with CRD to supply water to Langford for Langford to supply to the Westhills Development, which will provide its own internal water distribution system to distribute the water to customers within that development;
- C. Under section 23 of the *Community Charter*, SBC 2003 c. 26, a municipal council has the authority to enter into agreements with other other public authorities respecting activities and services within the power of a Party to the agreement, including agreements respecting the undertaking, provision and operation of activities and services;
- D. Under section 176 of the *Local Government Act*, a regional board may make agreements respecting the regional district's services, including agreements respecting the undertaking, provision and operation of those services;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual promises exchanged herein, and for other good and valuable consideration, CRD and Langford, the Parties to this Agreement, agree as follows:

1.0 DEFINITIONS

1.1 In this Agreement, the definitions in *Water Distribution Local Service, Conditions, Fees and Charges Bylaw No. 1, 2006* apply where applicable except as follows:

- (a) **Agreement** means this Agreement for the CRD to supply water to Langford for the delivery to customers in the Westhills Development in the City of Langford.
- (b) **Developer** means the developer or owner of the Westhills Development.
- (c) **Customer** means a consumer of water in the Westhills Development.
- (d) **Establishment Bylaw** means *Water Supply Local Service Area Establishment Bylaw No. 1, 1997*.
- (e) **Fees** mean the fees payable under section 4.1 of this Agreement.
- (f) **Fee and Charge Bylaw** means *Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997*.
- (g) **Service Area** means the service area established by the Establishment Bylaw.
- (h) **Water** means water supplied under this Agreement.
- (g) **Westhills Development** means the area designated as such in Schedule "A" attached to this bylaw.

2.0 TERM

2.1 This Agreement will come into full force and effect on the first day of May 2007 and will remain in full force and effect until terminated by mutual consent of the Parties or default by either Party.

3.0 WATER SUPPLY

3.1 CRD will provide Langford with Water for Langford to supply to customers in the Westhills Development in accordance with the terms and conditions of this Agreement.

3.2 Langford may establish a service and enact regulatory bylaws for the purposes of carrying out its obligations under this Agreement.

4.0 FEES

- 4.1 CRD will charge Langford the fees and charges for Water and other services supplied under this Agreement that CRD imposes in the Service Area from time to time during the term of this Agreement under the authority of the Fee and Charge Bylaw or any subsequent similar CRD bylaw applicable to the Service Area during the term of this Agreement.
- 4.2 CRD will charge Langford for the Water as measured by meters installed at the points of delivery of the Water to the Westhills Development in Langford.
- 4.3 Langford will be responsible for collecting any fees and charges it imposes upon Customers in the Westhills Development.
- 4.4 Langford will pay the CRD for all Water delivered to customers in the Westhills Development within 30 days of receipt of monthly invoices from CRD for the Water whether or not Langford has collected its fees and charges from the Customers by the date the invoices are due under this section.

5.0 RESALE OF WATER PROHIBITED

- 5.1 Langford will not resell nor permit Water supplied to Langford under this agreement to be resold outside the Westhills Development, except as permitted by this Agreement.
- 5.2 If Langford enters into an agreement with the Developer or Customers in the Westhills Development with respect to Water, the Agreement must contain an obligation on the part of the Developer or Customers that is consistent in meaning with section 5.1 of this Agreement or else Langford must enact a bylaw both generally and applicable to Westhills Development containing that prohibition and appropriate penalties.

6.0 DISPUTE RESOLUTION

- 6.1 Any dispute or disagreement between the parties, except as to water rates or charges, shall be settled by arbitration before a single arbitrator, experienced in water supply matters, in accordance with the *Commercial Arbitration Act* of British Columbia.

7.0 NOTICES

- 7.1 Unless otherwise specified herein, any notice required to be given under this Agreement by any Party will be deemed to have been sufficiently given if mailed by prepaid registered mail, or sent by facsimile transmission, or delivered to the address of the other Party set forth on the first page of this Agreement or at such other address as the other Party may from time to time direct in writing.

- 7.2 Any notice referred to in this section 8.0 will be deemed to have been received, if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, slow down, force majeure or other cause, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the Party sending the notice must utilize any other such services which have not been so interrupted or must deliver such notice in order to ensure prompt receipt thereof.

8.0 INDEMNITIES AND RELEASE OF COSTS

- 8.1 Langford agrees that it will release, indemnify and save harmless CRD from and against any claims, suits, actions, causes of action, costs, damages or expenses of any kind that result from:
- (a) the negligence of Langford, its officers, officials, employees, servants, contractors or agents in the performance of its obligations under this Agreement; or
 - (b) a breach of this Agreement by Langford.
- 8.2 CRD agrees that it will indemnify and save harmless Langford from and against any claims, suits, actions, causes of action, costs, damages or expenses of any kind that result from:
- (c) the negligence of CRD, its officers, officials, employees, servants or agents in the performance of its obligations under this agreement; or
 - (d) a breach of this Agreement by CRD.
- 8.3 If one Party receives notice of a claim by a third Party for damage of any kind, caused by that Party, its officers, officials, employees, servants, contractors or agents arising out of, or in connection with, the implementation of this Agreement, the receiving Party will notify the other Party as soon as practicable.
- 8.4 Despite anything contained in this Agreement, CRD will not be liable to Langford or Langford's customers in the Westhills Development for interruptions in water service unless those assumed by the CRD under the Fees and Charges Bylaw.
- 8.5 Langford assumes all liability for costs and expenses of any kind accruing to the CRD and its Juan de Fuca Water Distribution Commission that result from any default by Langford in its obligations under this Agreement or in its operation of the integrated utilities, including water utilities, in the Westhills Development.
- 8.6 The provisions of section 9.0 will survive the termination of this Agreement for any reason whatsoever.

9.0 DEFAULT AND EARLY TERMINATION

- 9.1 If either Party is in breach of this Agreement, and the breach is not corrected within 30 days after written notice of the breach provided to that Party, the Party not in breach may terminate this Agreement forthwith.

10. GENERAL PROVISIONS

10.1 Time

Time shall be of the essence of this Agreement.

10.2 Binding Effect

This Agreement will enure to the benefit of and be binding upon the Parties hereto and their respective administrators, successors, and permitted assignees.

10.3 Waiver

The waiver by a Party of any failure on the part of the other Party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

10.4 Headings

Section and paragraph headings are inserted for identification purposes only and do not form part of this Agreement.

10.5 Language

Wherever the singular, masculine and neuter are used throughout this Agreement, the same is to be construed as meaning the plural or the feminine or the body corporate or politic as the context so requires.

10.6 Cumulative Remedies

No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

10.7 Law Applicable

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

10.8 Relationship of Parties

No provision of this Agreement shall be construed to create a partnership or joint venture relationship, an employer-employee relationship, a landlord-tenant or a principal-agent relationship.

10.9 Amendment

This Agreement may not be modified or amended except by the written Agreement of the Parties.

10.10 Integration

This Agreement contains the entire Agreement and understanding of the Parties with respect to the matters contemplated by this Agreement and supersedes all prior and contemporaneous Agreements between them with respect to such matters.

10.11 Survival

All representations and warranties set forth in this Agreement and all provisions of this Agreement, the full performance of which is not required prior to a termination of this Agreement, shall survive any such termination and be fully enforceable thereafter.

10.12 Notice of Violations

Each Party shall promptly notify the other Party of any matter that is likely to continue to give rise to a violation of its obligations under this Agreement.




IN WITNESS WHEREOF the Parties hereto have set their hands and seals as of the day and year first above written.

Executed by **THE CAPITAL REGIONAL DISTRICT** this 2nd day of May, 2007:



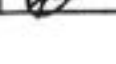

Chair

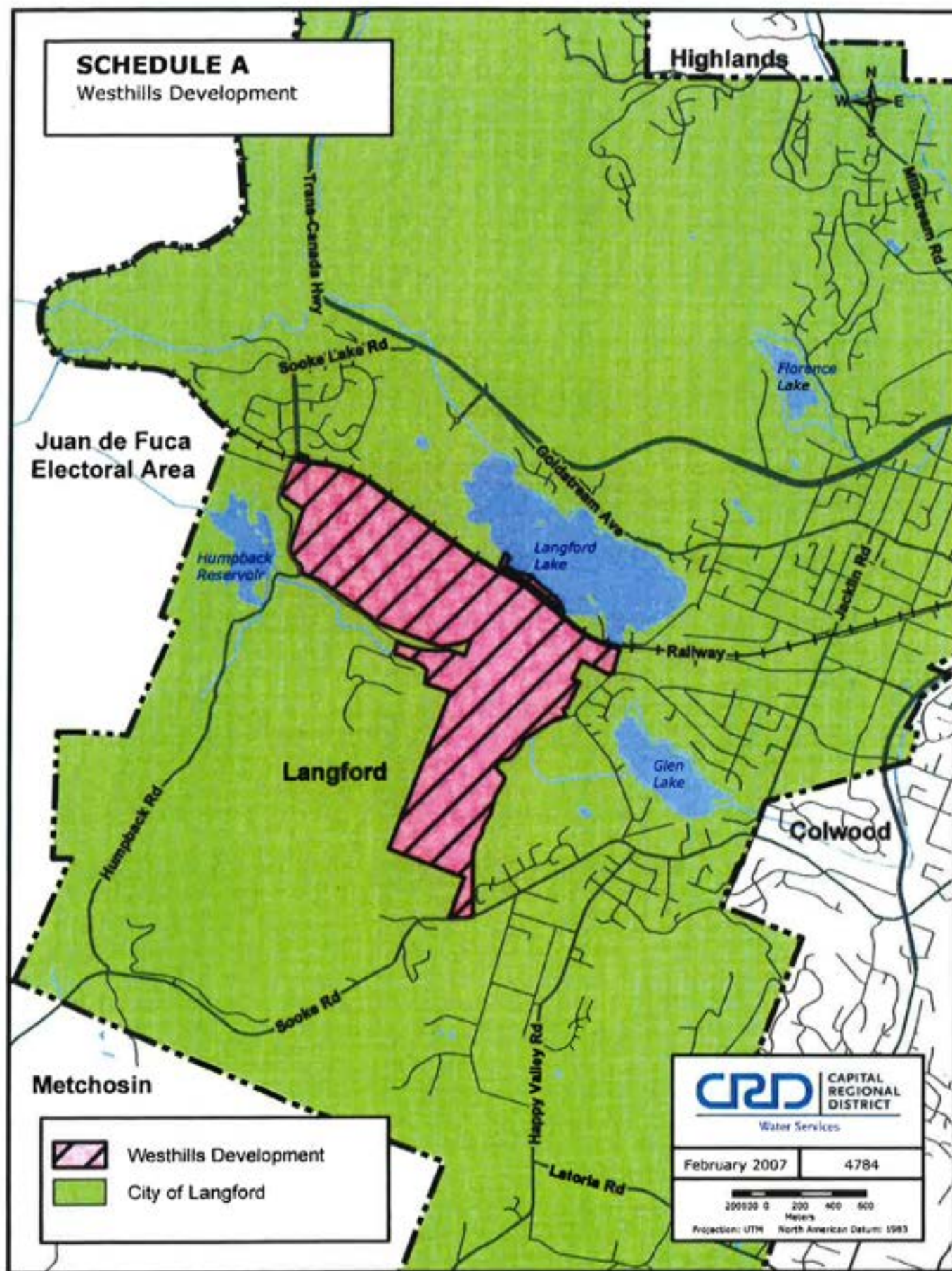
Corporate Secretary

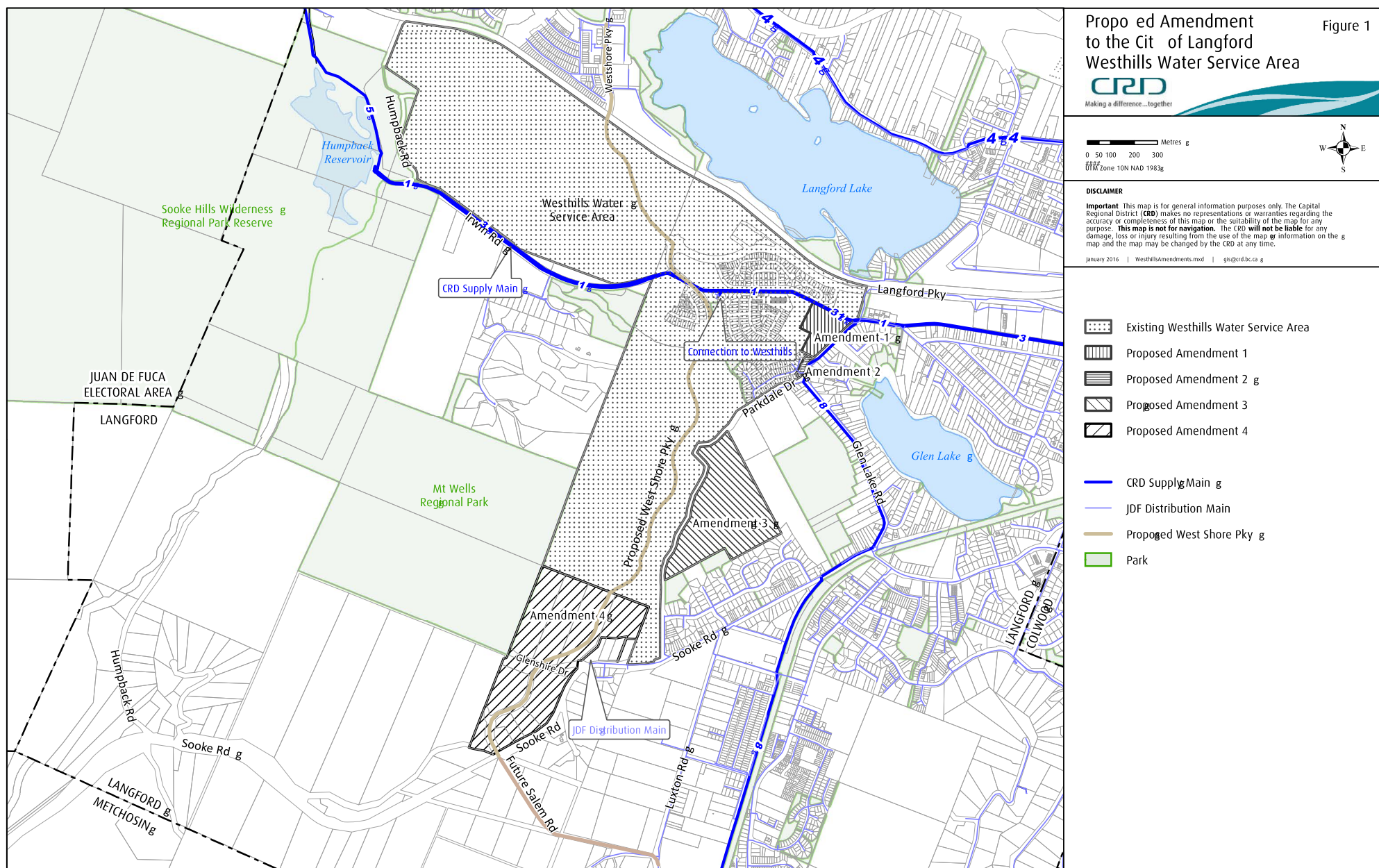
Executed by **THE CORPORATION OF THE DISTRICT OF LANGFORD** this ____ day of _____, 2007:


Mayor **DENISE BLACKWELL**

ACTING MAYOR

Clerk Administrator **ROBERT BUCHAN**
CLERK-ADMINISTRATOR

AGREEMENT AUTHORIZATION

	Initial	Date
Content		May 25/07
Legal Form		May 1/07
Authority		May 1/07





Langford

2024/12/20

Steve Carey | Senior Manager, Legal & Risk
Lawyer and Trademark Agent
Capital Regional District
625 Fisgard Street, Victoria, BC V8W 1R7

Dear Steve,

The City of Langford is formally requesting the Water Supply Agreement (2007) between the Capital Regional District (CRD) and the City of Langford be further amended to expand the Westhills Water Service Area, operated by Sustainable Services Ltd., by including six additional parcels of land within the municipality.

The subject properties are as follows and shown on location maps attached:

1. 2941 Irwin Road – PID 032-201-079 Lot 1 Section 26 Goldstream District Plan EPP 123732,
2. 2940 Irwin Road – PID 031-867-464 Parcel A (Being a Consolidation of Lots A and B see CB 402267) Section 26 Goldstream District Plan 38777 Except Plan EPP 123732,
3. 1289 Valemount Court - PID 025-020-625 - Lot 3 Section 87 Metchosin District Plan VIP 72303,
4. 1277 Valemount Court - PID 025-020-617 - Lot 2 Section 87 Metchosin District Plan VIP 72303,
5. 1265 Valemount Court - PID 025-020-587 - Lot 1 Section 87 Metchosin District Plan VIP 72303,
6. 1253 Valemount Court – PID 024-841-269 - Lot A Section 87 Metchosin District Plan VIP 71289.

We understand that this requires endorsement to the withdrawal from the Juan De Fuca Water Commission and a subsequent exclusion bylaw(s) to withdraw these six parcels of land from Bylaw No. 2538, "Water Distribution Local Services Area Establishment Bylaw No. 1, 1997" (the JDF Water bylaw). As noted above the City of Langford intends to service these parcels with potable water and fire suppression from existing watermains operated by Sustainable Services Ltd.

Once all approvals are obtained by CRD Integrated Water Services staff the City of Langford staff will amend municipal Bylaw No. 1291 to revise the mapping to realign the Westhills Water Service Area. The revision will incorporate these properties so that the service areas are identical in both the City of Langford's Bylaw No. 1291 and the *Water Supply Agreement* between the CRD and the City of Langford.

Should you have any questions, concerns, or require any further information, please do not hesitate to contact the undersigned at 250-478-7882 or mwatmough@cityoflangford.ca

Sincerely,



Marie Watmough
Director of Legislative and Protective Services
City of Langford

Schedule A: Irwin Road Properties

2941 Irwin Road – PID 032-201-079 Lot 1 Section 26 Goldstream District Plan EPP 123732 AND;

2940 Irwin Road – PID 031-867-464 Parcel A (Being a Consolidation of Lots A and B see CB 402267) Section 26 Goldstream District Plan 38777 Except Plan EPP 123732



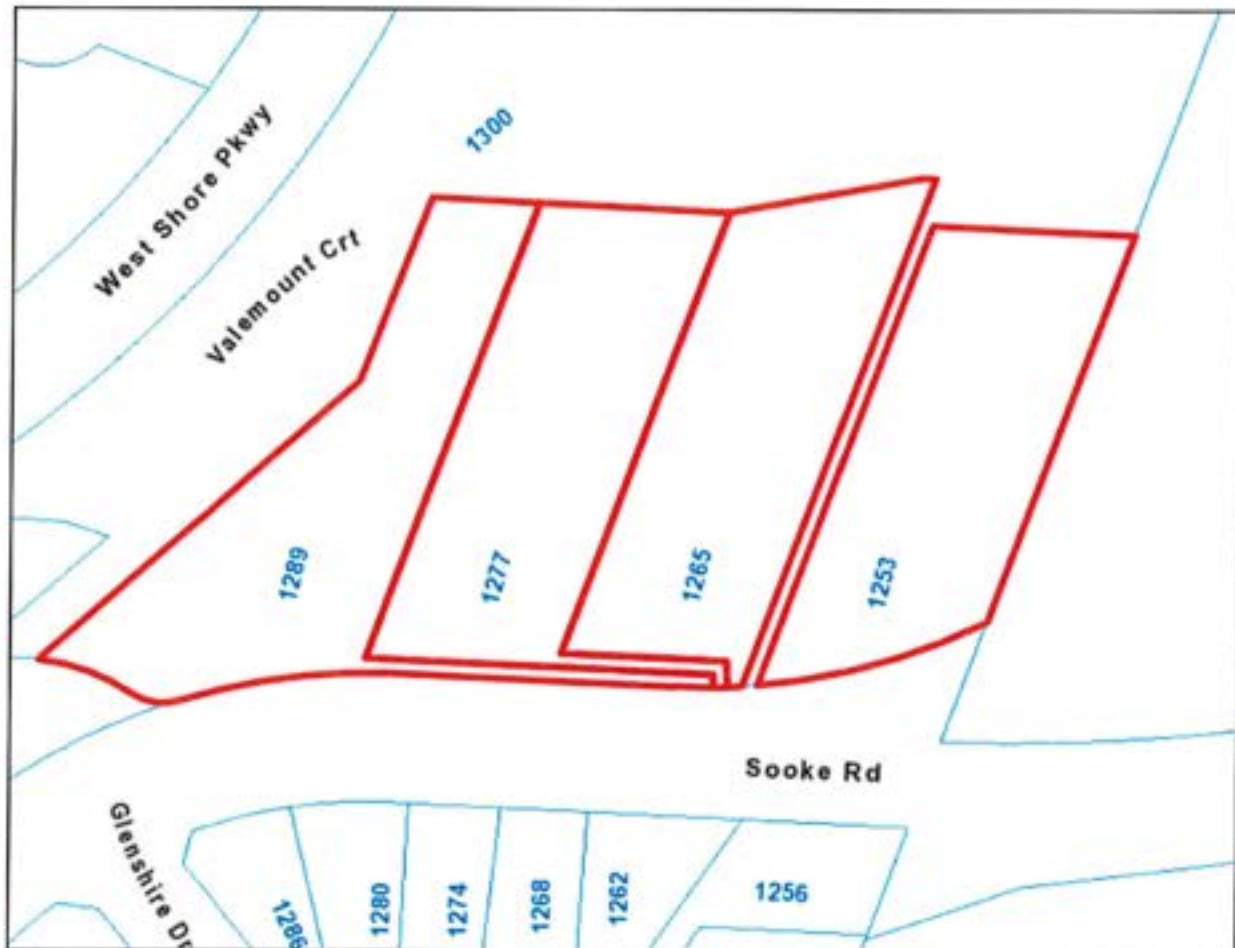
Schedule B: The Valemount Court Properties

1289 Valemount Court - PID 025-020-625 - Lot 3 Section 87 Metchosin District Plan VIP 72303,

1277 Valemount Court - PID 025-020-617 - Lot 2 Section 87 Metchosin District Plan VIP 72303,

1265 Valemount Court - PID 025-020-587 - Lot 1 Section 87 Metchosin District Plan VIP 72303,

1253 Valemount Court – PID 024-841-269 - Lot A Section 87 Metchosin District Plan VIP 71289.



March 3, 2025

CRD Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7

Dear Alicia Fraser, General Manager

RE: Amendment to the CRD Integrated Water Distribution Services Area


We, the registered owners of the property located at:

2940 Irwin Road – PID 031-867-464 Parcel A (Being a Consolidation of Lots A and B see CB 402267) Section 26 Goldstream District Plan 38777 Except Plan EPP 123732

We respectfully request that our property be excluded from the service area of the CRD Juan de Fuca Water Distribution Service Area as defined in Bylaw No. 2538. Instead, we seek inclusion in the service area defined in Bylaw No. 1291, which is owned by the City of Langford and operated by SSL-Sustainable Services Ltd.

Sincerely,

Bishop of Victoria Corporate., by
its Authorized Signatory:

A handwritten signature in black ink, appearing to read "William Hann", written over a horizontal line.

Signature

The name "William HANN" printed in a serif font, with the first letter of each word capitalized, written over a horizontal line.

Print Name

March 3, 2025

CRD Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7

Dear Alicia Fraser, General Manager

RE: Amendment to the CRD Integrated Water Distribution Services Area

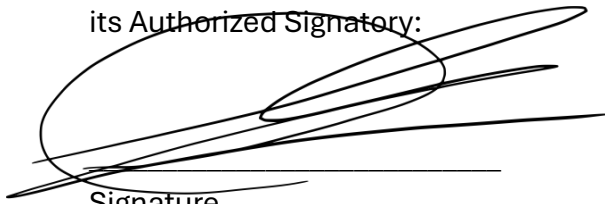
We, the registered owners of the property located at:

2941 Irwin Road – PID 032-201-079 Lot 1 Section 26 Goldstream District Plan EPP 123732

We respectfully request that our property be excluded from the service area of the CRD Juan de Fuca Water Distribution Service Area as defined in Bylaw No. 2538. Instead, we seek inclusion in the service area defined in Bylaw No. 1291, which is owned by the City of Langford and operated by SSL-Sustainable Services Ltd.

Sincerely,

Guildcraft Properties Ltd., by
its Authorized Signatory:

A handwritten signature in black ink, appearing to read 'James J. Snowden', is written over a horizontal line. The signature is stylized with a large loop at the beginning and several horizontal strokes.

Signature

James J. Snowden

Print Name

March 3, 2025

CRD Integrated Water Services
479 Island Highway
Victoria, BC V9B 1H7

Dear Alicia Fraser, General Manager

RE: Amendment to the CRD Integrated Water Distribution Services Area

We, the registered owners of the property located at:

1289 Valemount Court - PID 025-020-625 - Lot 3 Section 87 Metchosin District Plan VIP
72303

1277 Valemount Court - PID 025-020-617 - Lot 2 Section 87 Metchosin District Plan VIP
72303

1265 Valemount Court - PID 025-020-587 - Lot 1 Section 87 Metchosin District Plan VIP
72303

1253 Valemount Court – PID 024-841-269 - Lot A Section 87 Metchosin District Plan VIP
71289

We respectfully request that our property be excluded from the service area of the CRD Juan de Fuca Water Distribution Service Area as defined in Bylaw No. 2538. Instead, we seek inclusion in the service area defined in Bylaw No. 1291, which is owned by the City of Langford and operated by SSL-Sustainable Services Ltd.

Sincerely,

Tnb Landco Development Ltd., by
its Authorized Signatory:



Signature

TRAVIS N. BUTLER

Print Name

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4670**

A BYLAW TO AMEND THE JUAN DE FUCA WATER SERVICE AREA (BYLAW NO. 2538)

WHEREAS:

- A. Bylaw No. 2538, “Water Distribution Local Service Area Establishment Bylaw No. 1, 1997”, establishes a Western Communities water distribution service, and the City of Langford and the CRD have a valid agreement where Langford sells bulk water to a Langford-controlled company to service certain properties in Langford; and
- B. The Board has obtained the consent of the participants in accordance with sections 349(1)(b) of the *Local Government Act* and section 3(6) of the *Capital Region Water Supply and Sooke Hills Protection Act*, and wishes to amend Bylaw No. 2538 to exempt certain parcels;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. Bylaw No. 2538, “Water Distribution Local Service Area Establishment Bylaw No. 1, 1997”, is hereby amended by replacing Schedule ‘C’ in its entirety with the Schedule ‘C’ attached to this bylaw, removing the parcels listed in the table below from the water service area:

Street Address	PID and Legal Description
2941 Irwin Road	PID 032-201-079 - Lot 1 Section 26 Goldstream District Plan EPP 123732
2940 Irwin Road	PID 031-867-464 - Parcel A (Being a Consolidation of Lots A and B see CB 402267) Section 26 Goldstream District Plan 38777 Except Plan EPP 123732
1289 Valemount Court	PID 025-020-625 - Lot 3 Section 87 Metchosin District Plan VIP 72303
1277 Valemount Court	PID 025-020-617 - Lot 2 Section 87 Metchosin District Plan VIP 72303
1265 Valemount Court	PID 025-020-587 - Lot 1 Section 87 Metchosin District Plan VIP 72303
1253 Valemount Court	PID 024-841-269 - Lot A Section 87 Metchosin District Plan VIP 71289

2. This bylaw may be cited for all purposes as “Water Distribution Local Service Area Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 6, 2025”.

READ A FIRST TIME THIS th day of 20

READ A SECOND TIME THIS _____th day of _____ 20____

READ A THIRD TIME THIS th day of 20

APPROVED PER S. 3(6) OF
THE *CAPITAL REGION WATER SUPPLY*
AND SOOKE HILLS PROTECION ACT th day of 20__

APPROVED BY THE INSPECTOR
OF MUNICIPALITIES THIS th day of 20__

ADOPTED THIS th day of 20__

CHAIR

CORPORATE OFFICER

APPENDIX D

Capital Regional District

Schedule 'C' Bylaw No. 2538



Portion of the City of Langford within
Service Area 2.680



Municipal Boundary

Scale: 1:50,000

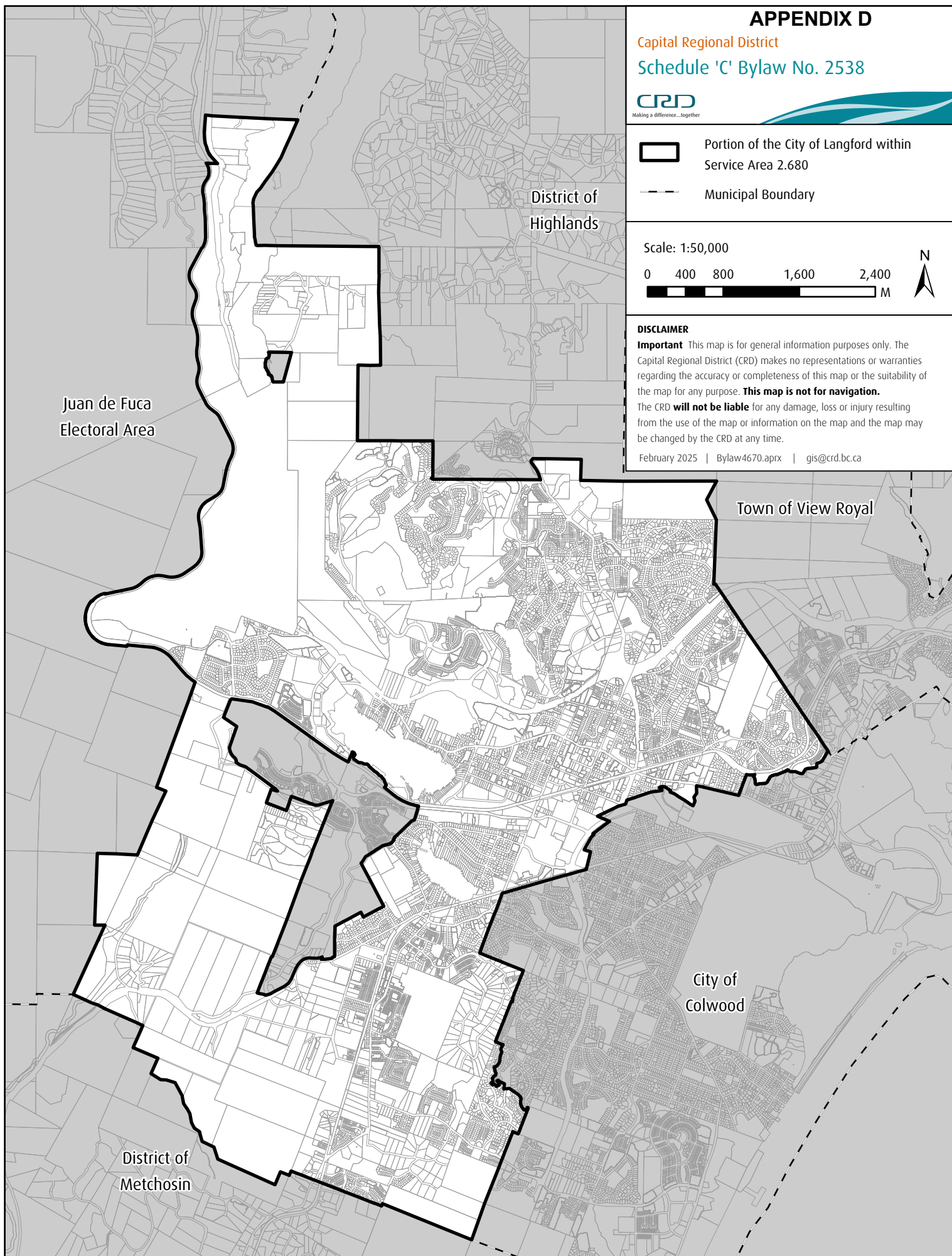
0 400 800 1,600 2,400 M



DISCLAIMER

Important This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. **This map is not for navigation.** The CRD **will not be liable** for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

February 2025 | Bylaw4670.aprx | gis@crd.bc.ca



AGREEMENT AMENDMENT

2 May 2007 Water Supply Agreement between CRD and Langford

Amendment #2

This Amending Agreement is made with the effective date of 1 January 2025.

BETWEEN:

THE CORPORATION OF THE CITY OF LANGFORD

("Langford")

AND:

CAPITAL REGIONAL DISTRICT

("CRD")

WHEREAS:

- A. The CRD and the Langford originally entered into water supply agreement dated 2 May 2007 ("Agreement") and last amended the service area in 2016;
- B. On December 20, 2024, Langford requested CRD remove certain properties from the Juan de Fuca Water Distribution Service Area and include them in the Agreement;
- C. The Agreement requires any modification to its terms to be in writing and signed by both the CRD and the Langford (this "Amending Agreement");
- D. The parties wish to amend the Agreement referenced above;

NOW THEREFORE in consideration of the above, the CRD and the Langford covenant and agrees with the other as follows:

- 1. All capitalized terms used in this Amending Agreement will have the same meaning assigned to them in the Agreement unless specifically otherwise defined herein.
- 2. All amendments provided for in this Amending Agreement will take effect on the Effective Date of this Amending Agreement and will continue for the Term unless otherwise amended per the terms of the Agreement or future amending agreement. Except as expressly set out herein, all other terms and conditions of the Agreement will remain in full force and effect.
- 3. This Amending Agreement may be executed by the CRD and Langford in counterpart and may be executed and delivered by electronic means or facsimile. All the counterparts taken together will constitute one and the same agreement. As a condition precedent to this Amending Agreement coming into force is an approved amendment to Bylaw No. 2538 removing the parcels listed in section 4 from the Bylaw's service area.
- 4. The following parcels are included in the "Westhills Development" under Schedule "A":

Street Address	PID and Legal Description
2941 Irwin Road	PID 032-201-079 - Lot 1 Section 26 Goldstream District Plan EPP 123732
2940 Irwin Road	PID 031-867-464 - Parcel A (Being a Consolidation of Lots A and B see CB 402267) Section 26 Goldstream District Plan 38777 Except Plan EPP 123732

1289 Valemount Court	PID 025-020-625 - Lot 3 Section 87 Metchosin District Plan VIP 72303
1277 Valemount Court	PID 025-020-617 - Lot 2 Section 87 Metchosin District Plan VIP 72303
1265 Valemount Court	PID 025-020-587 - Lot 1 Section 87 Metchosin District Plan VIP 72303
1253 Valemount Court	PID 024-841-269 - Lot A Section 87 Metchosin District Plan VIP 71289

5. The service area map contained in Schedule “A” is replaced with the Schedule “A” map attached to this Amending Agreement.

IN WITNESS WHEREOF the Amending Agreement has been executed and delivered by the parties as of the day and year first above written.

CAPITAL REGIONAL DISTRICT

625 Fisgard Street
Victoria, BC, V9B 1H7

Ted Robbins, Chief Administrative Officer
Capital Regional District

THE CORPORATION OF THE CITY OF LANGFORD

2nd Floor – 877 Goldstream Avenue
Langford, BC V9B 2X8

Name

Title

APPENDIX E

Capital Regional District

Schedule A - Westhills Development



-  Westhills Development
-  Park
-  CRD Supply Main
-  JDF Distribution Main

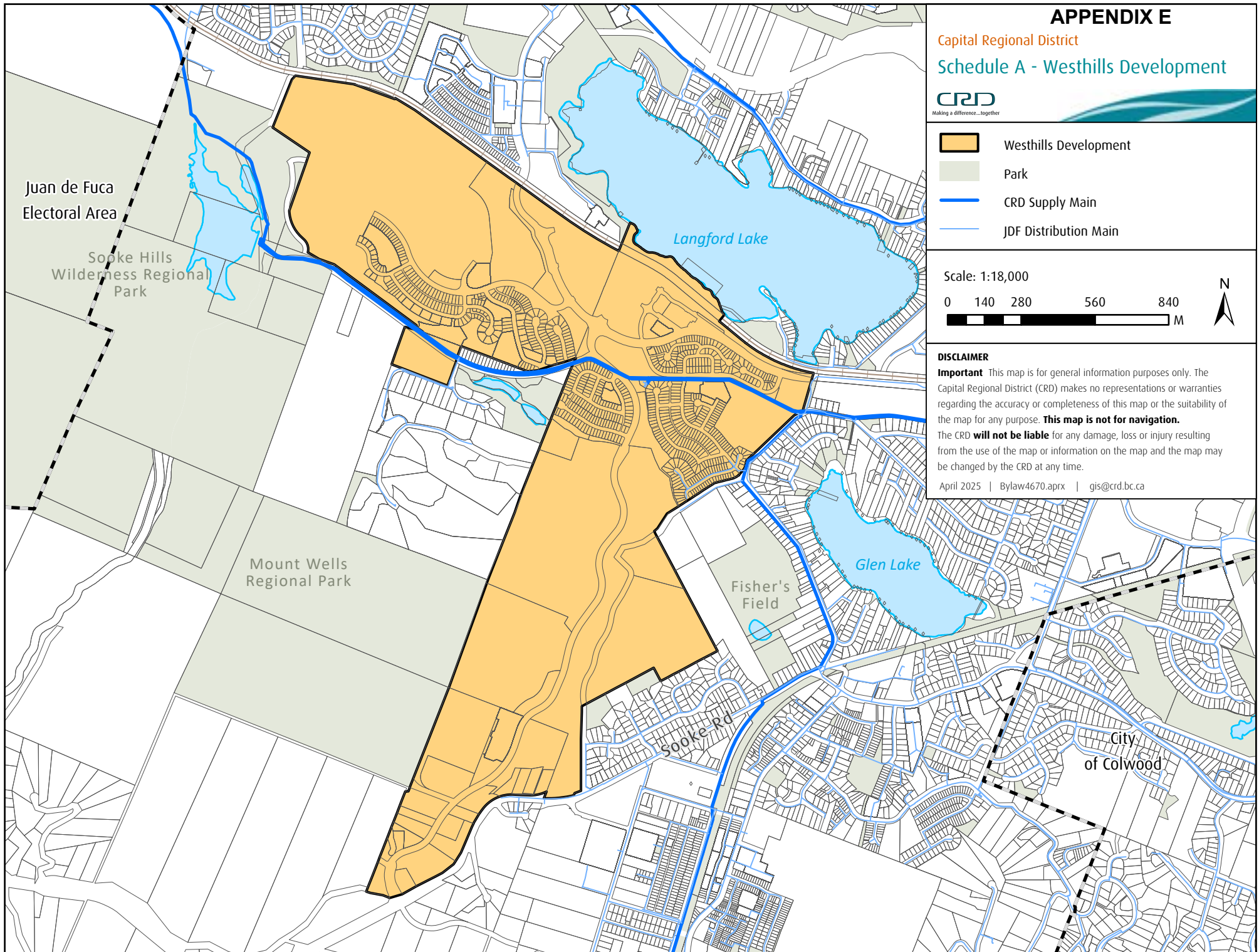
Scale: 1:18,000



DISCLAIMER

Important This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. **This map is not for navigation.** The CRD **will not be liable** for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

April 2025 | Bylaw4670.aprx | gis@crd.bc.ca



**REPORT TO REGIONAL WATER SUPPLY COMMISSION
MEETING OF WEDNESDAY, JUNE 18, 2025**

SUBJECT **Bylaw No. 4670 and Proposed Amendments to the Water Supply Agreement Between the Capital Regional District and the City of Langford (Westhills Development)**

ISSUE SUMMARY

The City of Langford (Langford) has requested removal of six parcels of land from the Juan De Fuca (JDF) Water Distribution service area and an amendment to the water supply agreement between the Capital Regional District (CRD) and Langford that defines the terms of sale of water from the CRD Regional Water service to the Langford bulk water connection, that in turn, provides water to the Westhills Development area exempt lands.

BACKGROUND

Since May 2, 2007, Langford and the CRD have had a water supply agreement (Agreement) which defines terms and conditions for the sale of water directly from the Regional Water Service (RWS) to the Langford bulk water connection, which then in turn provides water to a private water system owned by Langford and operated by Sustainable Services Ltd. (SSL) on behalf of Langford. SSL then services those lands known as the Westhills Development. As a result of this arrangement, the JDF Water Distribution System is not required to provide water service to these lands.

Langford is proposing amendments to the Schedule A of the Agreement (Appendix A), which defines the jurisdictional boundaries where water may be provided by SSL. Due to the constraints set by the *Capital Region Water Supply and Sooke Hills Protection Act*, along with the *Local Government Act*'s requirements for removing parcels from service areas, the process can only be achieved by amending the service establishing bylaw for the Juan de Fuca Water Distribution Service, Bylaw No. 2538, "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997".

Proposed Amendment

Langford is requesting an expansion of the Westhills Water Service Area by including the following six additional parcels of land which are currently within the JDF Water Service Area:

1. 2941 Irwin Road – PID 032-201-079 Lot 1 Section 26 Goldstream District Plan EPP 123732
2. 2940 Irwin Road – PID 031-867-464 Parcel A (Being a Consolidation of Lots A and B see CB 402267) Section 26 Goldstream District Plan 38777 Except Plan EPP 123732
3. 1289 Valemount Court - PID 025-020-625 - Lot 3 Section 87 Metchosin District Plan VIP 72303
4. 1277 Valemount Court - PID 025-020-617 - Lot 2 Section 87 Metchosin District Plan VIP

72303

5. 1265 Valemount Court - PID 025-020-587 - Lot 1 Section 87 Metchosin District Plan VIP 72303
6. 1253 Valemount Court – PID 024-841-269 - Lot A Section 87 Metchosin District Plan VIP 71289

The request from Langford is attached (Appendix B). Letters have also been received from the existing landowners requesting to be excluded from the JDF Water Distribution Service Area and to be included in the Langford/SSL service area (Appendix C).

Required Actions

The following actions are required to fulfill Langford's request:

1. The JDF Water Distribution Commission would need to recommend that the CRD Board amend the existing JDF service area bylaw (Bylaw No. 2538) to exclude amendment areas from the existing service area. The amending Bylaw No. 4670 (Appendix D) will be presented and recommended at the July 8, 2025 JDF Water Distribution Commission meeting.
2. The RWS Commission would need to approve the proposed amendment areas to the Agreement (Appendix E).
3. Because Bylaw No. 2538 is an establishing bylaw, any amendments to it require approval of the participating areas. However, as this is a *Capital Region Water Supply and Sooke Hills Protection Act* bylaw, changes to the service area only require Provincial approval, as an alternative to typical participating area approval processes. The approval process can commence after the CRD Board approves the first three reading of the amending Bylaw No. 4670 and the ministerial approvals are obtained, which typically takes approximately 5 months to complete.

ALTERNATIVES

Alternative 1

The Regional Water Supply Commission recommends to the Capital Regional District Board:

1. That Bylaw No. 4670, "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 6, 2025", be read a first, second, and third time.
2. That staff be directed to prepare an amended agreement to the existing "Water Supply Agreement between Capital Regional District and the Corporation of the City of Langford" executed May 2, 2007, to include the six parcels as requested in the City of Langford's December 20, 2024 letter, subject to successful adoption of Bylaw No. 4670;
3. That, on execution of the amended water supply agreement, Bylaw No. 4670 proceed to obtain participating area approval based on the Provincial approval process set out in the *Capital Region Water Supply and Sooke Hills Protection Act*, and if successful, that Bylaw

No. 4670 be forwarded to the Inspector of Municipalities for approval.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Alignment with Existing Plans & Strategies

Exempting properties in the Westhills Development area, which cannot be serviced or economically serviced by the JDF Water Service but can be serviced by Langford and SSL, aligns with past CRD goals and practices.

Financial Implications

These properties will be exempt from JDF Development Cost Charges as a result of removal from the JDF service area.

Legal Implications

The service participants for the JDF Water Distribution Service are the City of Colwood; the City of Langford; the District of Metchosin; the District of Highlands; the District of Sooke; the Town of View Royal; and the Juan de Fuca Electoral Area. As an establishing service area bylaw, Bylaw No. 2538 may be amended by two-thirds vote of the participants, or by whatever method was used to adopt the bylaw in first instance. It has been confirmed with the Province that the approval process used for adoption of the bylaw – that is, Provincial approval only – may be pursued. If this does not occur in a timely fashion, it is recommended that municipal and electoral area director consent on behalf be used, given the cost of an Alternative Approval Process and the low-likelihood of failure of this otherwise administrative change given the two-thirds threshold.

CONCLUSION

The City of Langford (Langford) has requested the removal of six parcels of land from the Juan De Fuca Water Distribution service area and an amendment to the existing water supply agreement between the Capital Regional District (CRD) and Langford specific to the Westhills Development area. Due to the constraints set by the *Capital Region Water Supply and Sooke Hills Protection Act*, along with the *Local Government Act's* requirements for removing parcels from service areas, the process can only be achieved by amending the service establishing Bylaw No. 2538 for the Juan de Fuca Water Distribution Service. Staff recommend proceeding with amending the water supply agreement between the CRD and Langford and amending Bylaw No. 2538 to exempt the requested parcels from the Juan de Fuca Water Distribution Service area.

RECOMMENDATION

The Regional Water Supply Commission recommends to the Capital Regional District Board:

1. That Bylaw No. 4670, "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 6, 2025", be read a first, second, and third time.

2. That staff be directed to prepare an amended agreement to the existing “Water Supply Agreement between Capital Regional District and the Corporation of the City of Langford” executed May 2, 2007, to include the six parcels as requested in the City of Langford’s December 20, 2024 letter, subject to successful adoption of Bylaw No. 4670;
3. That, on execution of the amended water supply agreement, Bylaw No. 4670 proceed to obtain participating area approval based on the Provincial approval process set out in the *Capital Region Water Supply and Sooke Hills Protection Act*, and if successful, that Bylaw No. 4670 be forwarded to the Inspector of Municipalities for approval.

Submitted by:	Joseph Marr, P. Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Alicia Fraser, P. Eng., General Manager, Infrastructure and Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Water Supply Agreement (May 2, 2007)

Appendix B: Request from City of Langford to Remove Parcels

Appendix C: Request from Property Owners to Remove Parcels

Appendix D: Bylaw No. 4670

Appendix E: Water Supply Agreement Amendment No. 2 (2025)



Westhills Development

Park

CRD Supply Main

JDF Distribution Main

Parcels requesting inclusion into the Westhills Development Area and removal from the JDF Water Service Area:

- (1) 2941 Irwin Rd
- (2) 2940 Irwin Rd
- (3) 1289 Valemount Crt
- (4) 1277 Valemount Crt
- (5) 1265 Valemount Crt
- (6) 1253 Valemount Crt

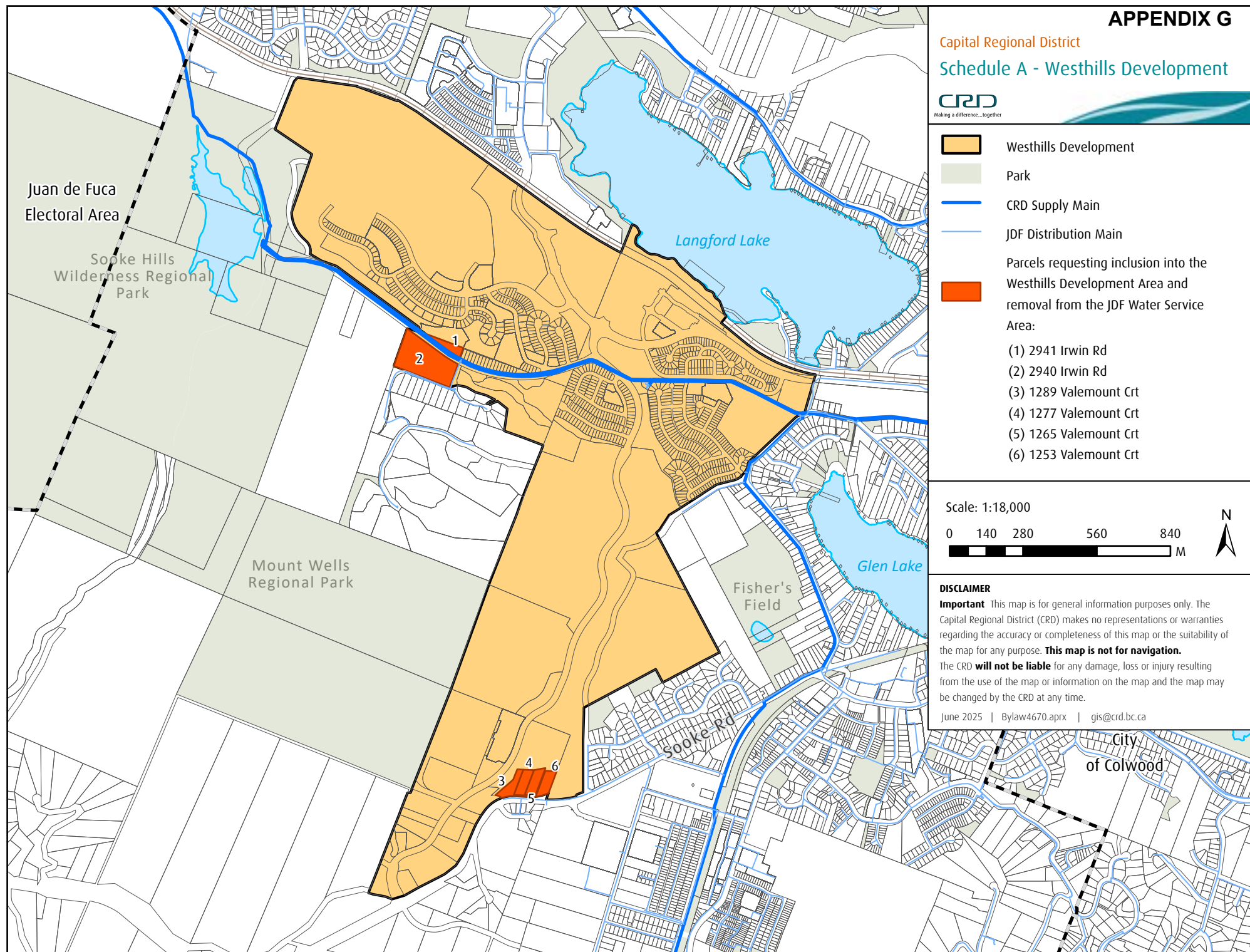
Scale: 1:18,000



DISCLAIMER

Important This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. **This map is not for navigation.** The CRD **will not be liable** for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

June 2025 | Bylaw4670.aprx | gis@crd.bc.ca



**REPORT TO JUAN DE FUCA WATER DISTRIBUTION COMMISSION
MEETING OF TUESDAY, JULY 8, 2025**

SUBJECT **2026 Service Delivery – Staffing Requirements**

ISSUE SUMMARY

To report on the staffing requirements in 2026 to maintain current service level in light of system growth and aging infrastructure.

BACKGROUND

At the March 12, 2025, Capital Regional District (CRD) Board meeting, the Chief Administrative Officer (CAO) informed the Board that staff had been directed to pause all new staffing requests for 2026, unless otherwise directed by the CRD Board or a sub-regional or local commission. This decision was made in response to challenging economic conditions and in recognition of the significant number of staffing requests approved for 2025. The pause will allow the organization to focus on filling current vacancies and hiring the 61.5 full-time equivalent (FTE) regular and term positions already approved for 2025, before reassessing staffing capacity in the future.

On June 3, 2025, the Juan de Fuca Water Distribution Commission (Commission) passed the following motion:

“That staff be directed to report back on staffing requirements for meeting the 2026 service delivery commitments in light of system growth and aging infrastructure.”

As part of the annual service planning process, each proposed initiative is documented in an Initiative Business Case (IBC), and summaries of these initiatives are presented to the CRD Board in the fall for approval. In response to the Commission’s motion on June 3, 2025, staff reviewed the potential impacts of system growth and aging infrastructure on service delivery and identified the staffing needs required to mitigate service level risks in 2026 and beyond. The following outlines the initiatives with staffing implications for 2026. Summaries of all relevant IBCs are included in Appendix A.

2b-2.5 Utility Operator Program (Juan de Fuca/Regional Water Supply)

There are currently approximately 26,000 water meters in the Juan de Fuca (JDF) system. Over the next 8–10 years, approximately 20,000 meters (77%) are projected to reach the end of their expected service life. At the current replacement rate of 1,000 meters per year, it would take two decades to complete the necessary replacements, far beyond the desired timeline.

Many meters are beyond their service life and at risk of failure at any time. This raises the risk of customer complaints, unmeasured consumption, inaccurate billing, and potential revenue loss.

To address this, Infrastructure and Water Services (IWS) proposes increasing the annual replacement rate to 2,500 units, implemented over a two-year period. This would support the goal of returning to a proactive 25-year replacement cycle by 2036. Staff propose a phased approach using a combination of operating and capital investments:

2026 Needs:

- Increase replacement rate to approximately 1,750 meters
- Add \$1.2 million in capital funding (based on \$1,500 per meter), for a total 2026 capital budget of \$3.0 million
- Add 1 Utility Operator (Water Operations)

2027 Needs:

- Achieve replacement rate of 2,500 meters/year
- Add an additional \$1.2 million in capital funding, for a total 2027 capital budget of \$4.2 million
- Add a second Utility Operator (Water Operations)

This phased addition of Utility Operators will increase operational capacity, improve response readiness, and support system growth.

2026 (1 FTE)	Utility Operator (<i>Water Operations</i>) Aging metering infrastructure is causing increased emergency repairs, customer complaints, and revenue loss. This position will focus on increasing our proactive meter replacements.
2027 (1 FTE)	Utility Operator (<i>Water Operations</i>) Aging metering infrastructure is causing increased emergency repairs, customer complaints, and revenue loss. This position will focus on increasing our proactive meter replacements.

2b-2.6 Operations Coordinator (RWS/JDF)

The Regional Water Supply (RWS) Strategic Plan includes a commitment to providing reliable, high-quality drinking water through efficient and effective operations. Maintaining and operating the system is essential to achieving these commitments.

In recent years, Supervisors and Team Leads across RWS and JDF have taken on increasing administrative burdens related to safety documentation, contractor coordination, permitting, and budget tracking.

To improve efficiency, increase the effectiveness of operations and allow Supervisors and Team Leads to spend more time in the field supporting and developing their teams, a new Operations Coordinator position is proposed.

2026 (0.5 FTEs)	Operations Coordinator (<i>Water Operations</i>) Required to reduce regulatory and operational risk by managing administrative aspects of key operational compliance components such as contractor oversight, permitting, and safety documentation. This role will support Supervisors and Team Leads by handling budget tracking, permit processes, and contract administration. This position will be shared with the Juan Du Fuca Water Distribution Service, if implemented each service would fund 50% of the position.
------------------------	---

NEXT STEPS

The 2026 Service Planning process began in March 2025. To align with the staffing pause, several initiatives originally planned or deferred to 2026 were postponed. Following the Juan de Fuca Water Distribution Commission's motion on June 3, 2025, staff assessed the initiatives with FTE implications and reviewed potential service impacts for 2026.

These initiatives have now been costed, in alignment with the Commission's interest in understanding service pressures related to growth and aging infrastructure. The proposals were reviewed by both the IWS leadership team and the Executive Leadership Team (ELT).

If the Commission wishes to proceed with any staffing-related initiatives for 2026, a motion should be recommended for consideration by the CRD Board. The provisional budget will be presented to the Committee of the Whole in October 2025.

IMPLICATIONS

Financial Implications

The proposed staffing additions in support of the 2025 Strategic Plan reflect an estimated incremental cost increase of \$226,400 in 2026, based on approved Initiative Business Cases (IBCs). These costs represent only new FTEs planned for hire in 2026.

A high-level estimate of projected salary and associated costs is provided in Table 1. These figures include both ongoing and one-time expenditures.

Table 1:

Cost Distribution by IBC	2026
2026 IBC: 2b-2.5 Utility Operator Program (JdF/RWS)	146,000
2026 IBC: 2b-2.6 Operations Coordinator (JdF/RWS)	80,000
Total Operating Budget Increase	\$ 226,400

These costs will be integrated into the operating budget. This represents an estimated 2.6% increase in total ongoing expenditure compared to 2025. Funding will be sourced through water sales revenue.

If the Utility Operator position is to be advanced in 2026, there would also need to be an additional \$1.2M added to Capital Project 21-04, which is the annual provisional allowance for the replacement of residential services and meters. In 2025, the budget for this program was \$1.8M, this would be increased to \$3.0M. This would represent a 4.7% increase in the capital program over 2025. However, by investing in these positions, the organization is taking proactive steps to protect revenue, ensure accurate billing, and maintain the long-term reliability of the JdF metering system.

Service Delivery Implications

2b-2.5 Utility Operator Program (JdF/RWS): Deferring the Utility Operator position would risk unsustainable operations and staffing levels. Current staff would struggle to meet growing

demands, increasing the likelihood of unplanned, reactive work, reducing efficiency, and delaying planned tasks. This heightens the risk of meter failures, deferred maintenance, unmeasured consumption, and lost revenue.

2b-2.6 Operations Coordinator (RWS/JDF): Deferring the Operations Coordinator role would continue to strain Supervisors and Team Leads, increasing delays in permitting and regulatory compliance associated with required operational and maintenance activities. It would also limit supervisors' ability to provide field oversight, increasing the risk of safety incidents and operational non-compliance.

CONCLUSION

As the Juan de Fuca water distribution system continues to grow and existing infrastructure ages, maintaining current service levels will require ongoing resource investments. The Utility Operator and Operations Coordinator positions proposed for 2026 are critical to addressing immediate operational risks, enhancing service reliability, and protecting revenue. These roles will strengthen the CRD's ability to manage increased workloads, reduce reactive maintenance, and improve compliance with regulatory and safety requirements.

RECOMMENDATION

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

Submitted by:	Alicia Fraser, P. Eng., General Manager, Infrastructure and Water Services
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: JDF Initiative Business Case Summaries

Infrastructure & Water Services

Summary of Initiative Business Cases for Full-Time Equivalents in 2026

2b-2.5 Utility Operator Program (Juan de Fuca/Regional Water Supply)

Water operations for the Regional Water Supply and Juan de Fuca Water Distribution system are facing increasing risks and inefficiencies due to aging water meter infrastructure, growing system complexity, and expansion of services. These challenges have led to more emergency repairs, customer complaints and revenue loss.

To address these issues and enhance system reliability, this initiative seeks to create three new Utility Operator positions. Starting in 2026, a new regular ongoing Juan de Fuca Utility Operator will be added to respond to the rising rate of water meter failures. The current replacement rate of 1,000 units/year will be increased to 2,500 units/year, aiming to achieve proactive 25-year replacement cycle by 2036.

Additional staffing requests are planned for 2027 (Juan de Fuca) and 2028 (Regional Water Supply) to improve operational coverage, response capability, and support growing demands from system expansions and aging infrastructure. Funding for this initiative will be covered through water rates.

2b-2.6 Operations Coordinator (RWS/JDF)

Operational supervisors and team leads responsible for the Regional Water Supply and Juan de Fuca Water Distribution systems are increasingly spending more time on regulatory and administrative responsibilities. These tasks include preparing safety documentation, acting as contractor coordinators, managing permitting processing, and tracking budgets. While these activities are both required and important, they are reducing the supervisory capacity available for in-field oversight and leadership, particularly in areas of controls and compliance. This shift is creating inefficiencies and increasing day-to-day service delivery risks.

To address this issue, this initiative seeks to create a new regular ongoing operations coordinator role in the Water Infrastructure Operations division in 2026. This position will be responsible for the administrative aspects of regulatory and operational risk management, allowing supervisors to focus on field-based leadership and oversight. Funding for this initiative will be covered through water rates.

Funding for this initiative will be covered through water rates and shared 50/50 between Juan de Fuca and Regional Water Supply.



HOTSHEET AND ACTION LIST

Regional Water Supply Commission

The following is a quick snapshot of the FINAL 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.

Wednesday, June 18, 2025

1:30 PM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

6. CONSENT AGENDA

6.1. 25-0646 Summary of Recommendations from Other Water Commissions A. Fraser

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

6.2. 25-0736 *Water Watch Report* A. Fraser

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

7. COMMISSION BUSINESS

7.1. 25-0623 *General Manager's Verbal Update - June* A. Fraser

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

7.2. 25-0191 2026 Service and Financial Planning Guidelines A. Fraser

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

7.3. 25-0733 *Bylaw No. 4670 and Proposed Amendments to the Water Supply Agreement Between the Capital Regional District and the City of Langford (Westhills Development)* A. Fraser

This item is referred to CRD Board on July 9, 2025

Recommendation: The Regional Water Supply Commission recommends to the Capital Regional District Board:

1. That Bylaw No. 4670, "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 6, 2025", be read a first, second, and third time.
2. That staff be directed to prepare an amended agreement to the existing "Water Supply Agreement between Capital Regional District and the Corporation of the City of Langford" executed May 2, 2007, to exclude the six parcels as requested in the City of Langford's December 20, 2024 letter, subject to successful adoption of Bylaw No. 4670;
3. That, on execution of an amended water supply agreement, Bylaw No. 4670 proceed to obtain participating area approval based on the Provincial approval process set out in the Capital Region Water Supply and Sooke Hills Protection Act, and if successful, that Bylaw No. 4670 be forwarded to the Inspector of Municipalities for approval.

CAPITAL REGIONAL DISTRICT - INTEGRATED WATER SERVICES

Water Watch

Issued June 30, 2025

Water Supply System Summary:

1. Useable Volume in Storage:

Reservoir	June 30 5 Year Ave		June 30/24		June 29/25		% Existing Full Storage
	ML	MIG	ML	MIG	ML	MIG	
Sooke	83,071	18,276	82,315	18,109	80,049	17,611	86.3%
Goldstream	8,841	1,945	9,383	2,064	9,004	1,981	90.8%
Total	91,912	20,221	91,698	20,174	89,053	19,592	86.8%

2. Average Daily Demand:

For the month of June	193.8 MLD	42.64 MIGD
For week ending June 29, 2025	187.0 MLD	41.14 MIGD
Max. day June 2025, to date:	219.6 MLD	48.32 MIGD

3. Average 5 Year Daily Demand for June

Average (2020 - 2024)	177.1 MLD ¹	38.97 MIGD ²
-----------------------	------------------------	-------------------------

¹MLD = Million Litres Per Day

²MIGD = Million Imperial Gallons Per Day

4. Rainfall June:

Average (1914 - 2024):	35.5 mm
Actual Rainfall to Date	12.4 mm (35% of monthly average)

5. Rainfall: Sep 1- Jun 29

Average (1914 - 2024):	1,579.6 mm
2024/2025	1,420.4 mm (90% of average)

6. Water Conservation Required Action:

Did you know that the 2024 change to the Water Conservation Bylaw recommends that landowners and residents switch timing of residential irrigation systems from 4:00 am to an expanded window anytime between 12:01 am to 10:00 am on established watering days? Please go to Water Conservation Bylaw Changes | Capital Regional District to get informed and do your part to help protect our regional water supply system.

Website: <https://www.crd.ca/news/water-conservation-bylaw-changes>

For general information regarding water conservation, visit the CRD webpage linked below:
CRD Water Conservation Homepage: <https://www.crd.ca/environment/water-conservation>

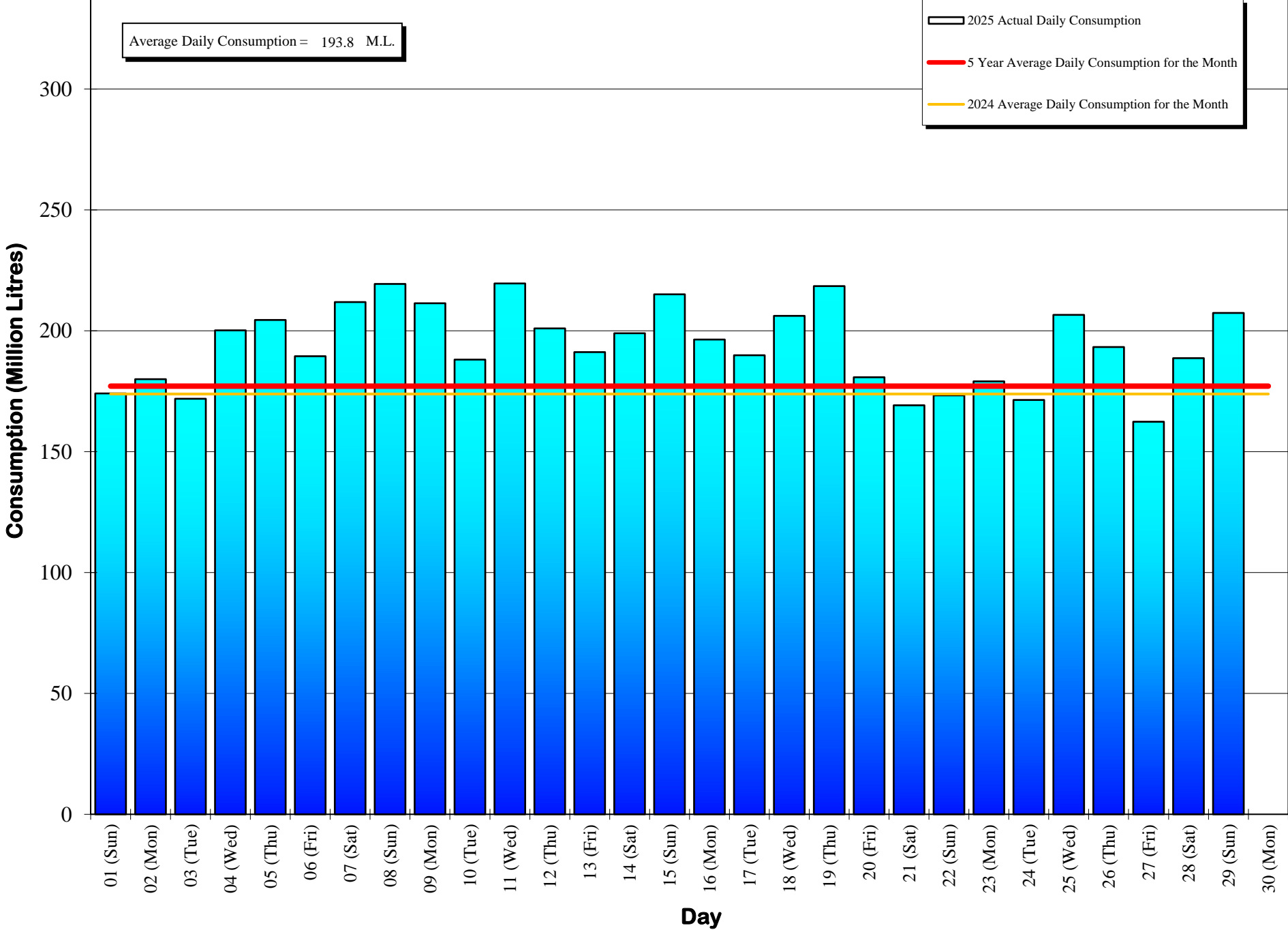
If you require further information, please contact:

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

June 2025



Daily Consumptions: - June 2025

1. ML = Million Litres

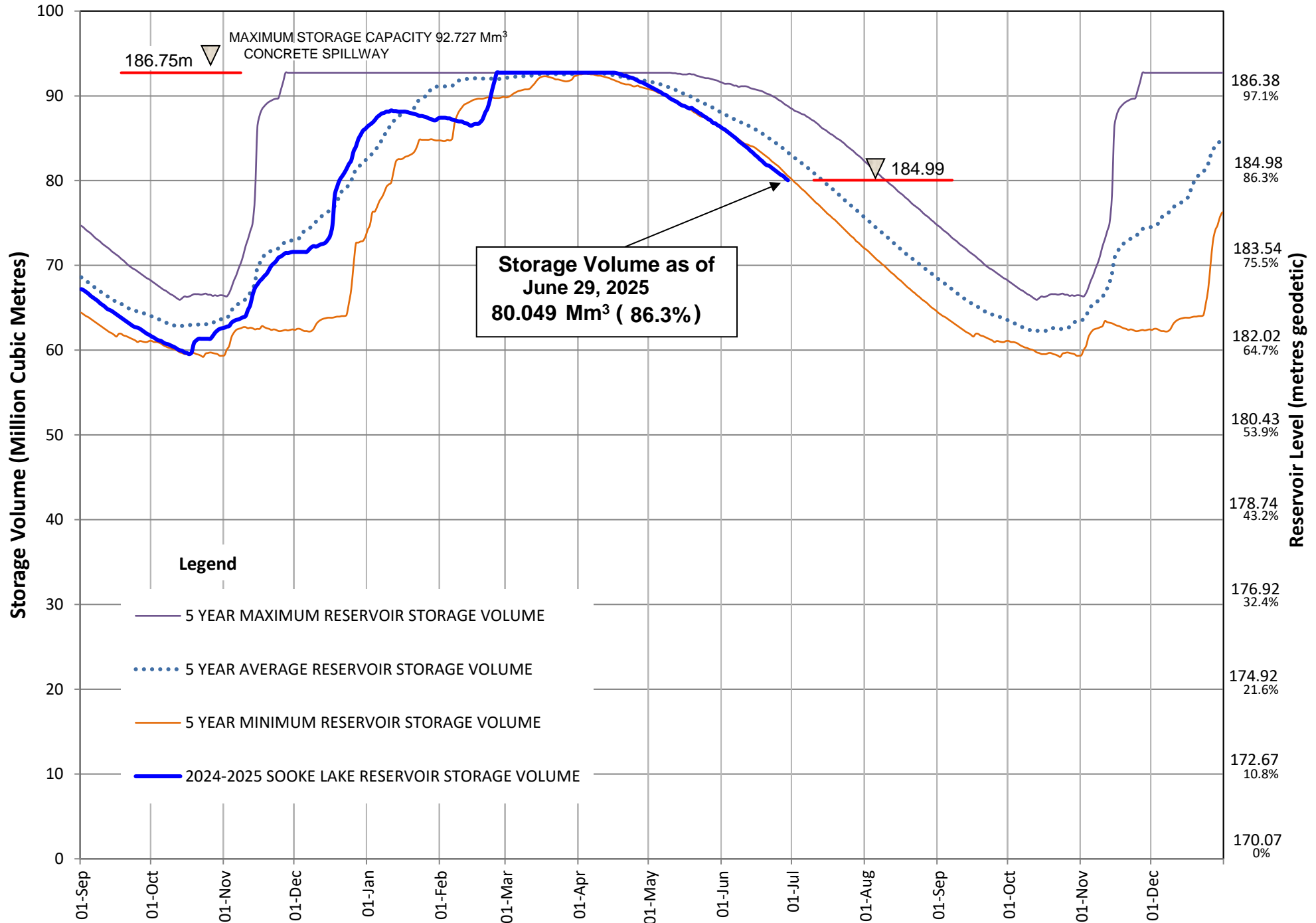
2. 10% of snow depth applied to rainfall figures for snow to water equivalent.

Number days with precip. 0.2 or more
3

3.33 Billion Imperial Gallons
15.10 Billion Litres

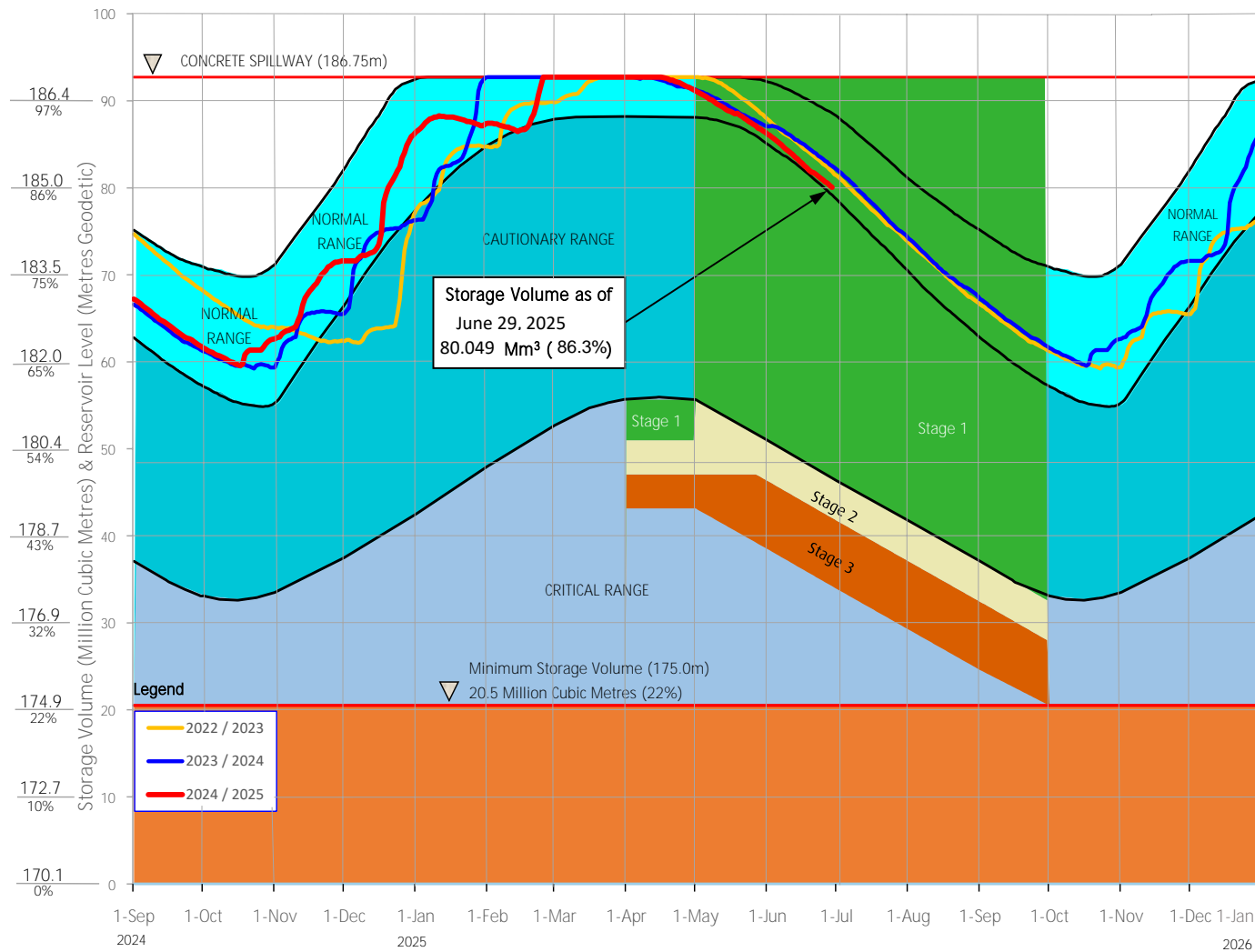
SOOKE LAKE RESERVOIR STORAGE SUMMARY

2024 / 2025



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

CRD
Making a difference...together

Useable Reservoir Volumes in Storage for June 29, 2025

