

Meeting Minutes

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

PRESENT:

Commissioners: G. Baird (Chair), M. Wagner (Vice Chair), S. Donaldson, D. Grove, J. Rogers

STAFF: A. Fraser, General Manager, Infrastructure and Water Services; S. Irg, Senior Manager, Water Infrastructure Operations; J. Marr, Senior Manager, Infrastructure Engineering; N. Tokgoz, Manager, Water Distribution Engineering and Planning; M. Lagoa, Manager, Legislative Services and Deputy Corporate Officer; M. MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

Regrets: Commissioners C. Harder, K. Pearson, A. Wickheim

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

1. Territorial Acknowledgement

Chair Baird provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Commissioner Wagner, SECONDED by Commissioner Donaldson,
That the agenda for the Juan de Fuca Water Distribution Commission meeting of
July 8, 2025 be approved.
CARRIED

3. Presentations/Delegations

There were no presentations or delegations.

4. Special Meeting Matters

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

A. Fraser presented Item 4.1. for information and provided an update on the successful completion of the alternative approval process for the purchase of the Kapoor Lumber Company land. She also noted success of the recent water use campaign in reducing the demand during peak hours.

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)

A. Fraser presented Item 4.2. for information. It was noted that the maps attached as Appendix D and Appendix E were incorrect. The corrected map was circulated with the date June 20, 2025.

Discussion ensued regarding:

- approval process and expected timelines
- connection of the parcels to the Juan de Fuca Water Supply is not feasible
- existing Westhills infrastructure allows for the proposed connections

MOVED by Commissioner Rogers, SECONDED by Commissioner Wagner, 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.**

CARRIED

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

A. Fraser presented Item 4.3. for information.

Discussion ensued regarding:

- approval process for creating new staff positions
- water is a critical service provided on a cost recovery basis

MOVED by Commissioner Wagner, SECONDED by Commissioner Rogers, That staff be directed to include the proposed Utility Operator and Operations Coordinator positions in the Juan de Fuca Water Distribution service budget for 2026.

Discussion ensued regarding:

- impact of delaying overdue water meter replacements
- funding of proposed staff positions through water revenue
- risks of delaying projects, imminent failure and more expensive repairs

The question was called:

That staff be directed to include the proposed Utility Operator and Operations Coordinator positions in the Juan de Fuca Water Distribution service budget for 2026.

CARRIED

4.4. [25-0818](#)

Summary of Recommendations from Other Water Commissions

Chair Baird presented Item 4.4. for information.

4.5. [25-0817](#)

Water Watch Report

Chair Baird presented Item 4.5. for information.

Discussion ensued regarding:

- effects of low rainfall compared to previous years
- sharing information with the public to encourage water conservation
- best practice for conservation outreach with municipalities

5. Adjournment

**MOVED by Commissioner Grove, SECONDED by Commissioner Wagner,
That the Juan de Fuca Water Distribution Commission meeting of July 8, 2025 be
adjourned at 2:07 pm.**

CARRIED

Chair

Recorder