



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

Tuesday, December 3, 2024

12:00 PM

Goldstream Meeting Room, 479 Island Highway

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

Audio and video participation is disabled.

MEMBERS:

G. Baird (Chair); J. Rogers (Vice Chair); S. Donaldson; D. Grove; C. Harder K. Pearson; M. Wagner; A. Wickheim

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [24-1288](#) Adoption of October 1, 2024 Meeting Minutes

Recommendation: That the minutes of the October 1, 2024 Juan de Fuca Water Distribution Commission meeting be adopted.

Attachments: [Draft Minutes, October 1, 2024](#)

4. Chair's Remarks

5. Presentations/Delegations

6. General Manager's Report

7. Commission Business

7.1. [24-1109](#) Bylaw No. 4653 - Ticket Information Authorization Bylaw, 1990, Amendment No. 80, 2024

Recommendation: 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.

Attachments: [Staff Report - Bylaw No. 4653](#)
[Appendix A - Bylaw No. 4653](#)

7.2. [24-1289](#) Bulk Water Station - District of Metchosin

Recommendation: 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.

Attachments: [Staff Report: Bulk Water Station Metchosin](#)
[Appendix A: JDF Bulk Water Stations](#)
[Appendix B: Bulk Water Stations - Potential Locations & Concept Layouts](#)

7.3. [24-1287](#) Summary of Recommendations from Other Water Commissions

Recommendation: There is no recommendation, this report is for information only.

Attachments: [Summary of Recommendations](#)

7.4. [24-1283](#) Water Watch Report

Recommendation: There is no recommendation, the report is for information only.

Attachments: [Water Watch Report](#)

8. Notice(s) of Motion

8.1. [24-1291](#) Motion with Notice: Remuneration for Juan de Fuca Water Distribution Commissions (Commissioner Rogers)

Recommendation: 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 Juan de Fuca Water Distribution Commissioners, for the Commission's consideration. (NWA)

8.2. [24-1292](#) Motion with Notice: Tiered Water User Rate Based on Consumption (Commissioner Rogers)

Recommendation: THAT staff investigate options to replicate Nanaimo's water user rate calculation where consumption is split among three tiers to encourage water conservation with a 2026 implementation. (NWA)

9. New Business

10. Adjournment

Next Meeting: To be confirmed



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MINUTES OF A MEETING OF THE Juan de Fuca Water Distribution Commission, held Tuesday, October 1, 2024 at 12 pm, Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: **Commissioners:** G. Baird (Chair); J. Rogers (Vice Chair); S. Donaldson; D. Grove; C. Harder; K. Pearson (12:04 pm); 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; L. Westinghouse, Manager, Revenue; A. Hoge, Manager, Corporate Finance; D. Dionne, Manager, Business Support Services (Recorder)

REGRETS:

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

CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner Rogers, **SECONDED** by Commissioner Grove,
That the minutes of the July 2, 2024 meeting be adopted.

CARRIED

4. CHAIR'S REMARKS

Chair Baird welcomed Commissioners back from summer break and thanked staff for their continued work through the summer related to Regional Water and Juan de Fuca services.

He noted that over this past weekend Integrated Water Services staff responded to multiple issues, including a water main break and a fire hydrant that was hit by a vehicle. He congratulated staff for the tremendous amount of work to get things fixed and back running over the weekend.

Commissioner Pearson relayed sincere thanks and gratitude on behalf of the Mayor and council and the citizens of Sooke for the work to fix the water main break.

5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

6. GENERAL MANAGER'S REPORT

S. Irg provided an update on the Main No. 15 break that occurred over the weekend:

- The break was in a challenging location approximately six kilometers north of the Goldstream Water Treatment Plant.
- He shared some photos of the damaged pipe and the repair process.
- A public notice to conserve water was issued which made a difference and by midnight staff were able to get the treatment plant back on.
- Coordination with Island Health, Capital Regional District Engineering staff and the municipalities was extremely helpful.
- An Emergency Operations Centre was set up downtown which took the pressure off Operations staff who were able to focus on the repair itself.
- Thanks to the planning through the post disaster program, all the critical spare parts and pieces needed were on hand.
- There was a further disruption to a pump station when a bus hit a hydrant near Costco on Saturday night which had another team of operations staff deployed to that.
- Reviewing areas of improvement, such as having a second person on standby, there is a gap with number of staff, supervisors and team leads ratio.

Staff responded to questions from the Commission regarding:

- Equipment required to do the repair in the challenging location.
- Use of isolation valves to drain the water upstream and downstream, flushed for about an hour.
- Budget considerations for adequate supplies: staff will immediately replace the parts used through the post disaster budget to rebuild the supplies.

Commissioners Wickheim and Pearson both expressed their appreciation on behalf of their municipalities for the well-coordinated effort and the excellent communication during the process and noted that safety was clearly paramount.

7. COMMISSION BUSINESS

7.1. Juan de Fuca Water Distribution Service 2025 Operating and Capital Budget

A. Fraser presented the draft budget and staff responded to questions from the Commission regarding:

- Budget implications of the Juan de Fuca Water Distribution Service Development Cost Charges program
- Capital project inflation impacts
- Labour augmentation
- Labour growth

The following discussions ensued:

The Asbestos Cement (AC) repair from Phillips to Church Road in Sooke. Staff advised that they will be tendering out the work. Staff have a submission into Ministry of Transportation and Infrastructure to look at traffic disruption mitigation.

Consideration of coating pipes as an alternative to replacing existing AC pipes. Coating is typically not for AC pipes in a distribution system though it makes sense if there are no service connections off it. There is also a liability associated with the existing AC pipe which is addressed through the replacement program.

Agricultural Water Rate for 2025 is unchanged. Staff indicated they are seeing the delta between the agricultural water rate and the bulk water rate. The Regional Water Supply Service pays that difference back to the municipalities. The agricultural water rate has been a topic of discussion at both the Regional Water Supply Commission and the Water Advisory Committee. To date, staff have undertaken a first phase of an agricultural water rate study but have been getting mixed interest in changing the rate.

MOVED by Commissioner Rogers, **SECONDED** by Commissioner Pearson, That the Juan de Fuca Water Distribution Commission recommends the Committee of the Whole recommend that the Capital Regional District Board:

1. Approve the 2025 Operating and Capital Budget and the Five Year Capital Plan;
2. Approve the 2025 Juan de Fuca Water Distribution Service retail water rate of \$2.8395 per cubic metre, adjusted if necessary, by any change in the Regional Water Supply wholesale water rate;
3. Direct staff to balance the 2024 actual operating deficit or surplus on the 2024 capital fund transfer;
4. Direct staff to update carry forward balances in the 2025 Capital Budget for changes after year end; and
5. Direct staff to amend the Water Distribution Local Service Conditions, Fees and Charges Bylaw accordingly

CARRIED

7.2. Process Improvement and Customer Experience Strategies for Capital Regional District Water Billing

- A. Fraser introduced the staff report noting that it outlines improvement opportunities.
- Meter technologies
 - Internal efficiencies
 - Modernizing billing processes

She noted that there are billing estimate issues associated with manual meter reading collection and will be reviewing ways to modernize and leverage technology to improve customer service.

RECIEVED

7.3. Summary of Recommendations from Other Water Commissions

RECIEVED

7.4. Water Watch Report

RECIEVED

8. NOTICE(S) OF MOTION

8.1. Notice of Motion (Commissioner Donaldson):

That staff to report back on the placement and financial implications of a new bulk water station to service Metchosin, inclusive with the feasibility of completion for the summer of 2025.

The Commission considered the timelines required from staff to complete by summer of 2025, including supplier and scheduling crews. Staff noted that it would be tough to complete for summer of 2025 but could complete design and have it ready to go for the fall of 2025. Staff would have to look at the funding and the costs, the project would likely need an amendment to the budget.

MOVED by Commissioner Grove, **SECONDED** by Commissioner Wickheim,
That same day consideration be given to the notice of motion by Commissioner Donaldson, regarding bulk water station for Metchosin.

CARRIED

MOVED by Commissioner Donaldson, **SECONDED** by Commissioner Harder,
That staff to report back on the placement and financial implications of a new bulk water station to service Metchosin, inclusive with the feasibility of completion for the summer of 2025.

CARRIED

8.2. Notice of Motion (Commissioner Rogers):

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 Juan de Fuca Water Distribution Commissioners, for the Commission's consideration.

8.3. Notice of Motion (Commissioner Rogers)

That staff investigate options to replicate Nanaimo's water user rate calculation where consumption is split among three tiers to encourage water conservation with a 2026 implementation.

9. NEW BUSINESS

There was no new business.

10. ADJOURNMENT

MOVED by Commissioner Pearson, **SECONDED** by Commissioner Rogers,
That the October 1, 2024 Juan de Fuca Water Distribution Commission meeting be adjourned at 1:46pm.

CHAIR

SECRETARY



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REPORT TO JUAN DE FUCA WATER DISTRIBUTION COMMISSION MEETING OF TUESDAY, DECEMBER 3, 2024

SUBJECT **Bylaw No. 4653: Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 80, 2024**

ISSUE SUMMARY

Bolstering compliance with Water Distribution Local Service terms and conditions by updating relevant fees and charges to deter tampering with water distribution services.

BACKGROUND

Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990" (MTI), provides for the enforcement of bylaws through ticketing by Capital Regional District (CRD) Bylaw Enforcement Officers.

Under Bylaw No. 2538, "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997", the Capital Regional District established a local service to supply water in the Juan de Fuca Electoral Area and Western Communities (JDF Water Service).

Bylaw No. 3889, "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013", indicates that it is prohibited to make new connections or alterations to any of the Waterworks belonging to CRD Integrated Water Services. Contraventions with the bylaw shall be liable upon conviction to a fine (S. 5.1).

A recent increase in tampering with service connections and operating valves on water mains has created a need for revision of enforcement practices. CRD staff have conducted compliance education efforts by issuing reminders to contractors outlining the conditions of the service bylaw as an initial attempt to reduce offences. However, senior staff have determined that additional measures are required for effective bylaw enforcement.

Bylaw No. 3889 is currently not included in Bylaw No. 1857, and this amendment proposes its addition. The proposed amendment maintains a strong focus on education and guidance, where ticketing is used only after all other attempts to obtain compliance through collaboration with the discharger have failed.

ALTERNATIVES

Alternative 1

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.

Alternative 2

That this report be referred back to staff for further review.

IMPLICATIONS

Water Quality Implications

There are water quality concerns resulting from tampering with water main valves and service connections. Unauthorized operation of valves or service connections can lead to several water quality concerns such as contamination of the water supply, backflow pollution, pressure fluctuations, and unmonitored water usage, these activities could adversely affect water quality and public health.

Financial Implications

There will be a small increase in revenue by increasing the fine amounts. Each service individually pays for bylaw enforcement and enforcement cost will be borne by the JDF Water Service.

CONCLUSION

Unauthorized tampering of the system can cause disruptions to water services, affecting the overall quality and reliability of water supply. By updating the CRD Ticket Information Authorization Bylaw with revised Water Distribution Local Service conditions and fees, staff can more effectively garner compliance and mitigate water safety concerns.

Staff will work proactively and cooperatively with businesses and residents to muster compliance with Water Distribution Local Service Area Establishment Bylaw, and ticketing will only be used after all other attempts to work with the discharger have failed.

RECOMMENDATION

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.

Submitted by:	Steve Carey, J.D., Senior Manager, Legal & Risk Management
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw No. 4653

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4653

A BYLAW TO AMEND BYLAW NO. 1857 CAPITAL REGIONAL DISTRICT TICKET INFORMATION
AUTHORTIZATION BYLAW, 1990

WHEREAS:

- A. Under Bylaw No. 3889, "Water Distribution Local Service Conditions, Fees and Charges Bylaw, No. 1, 2013", the Regional Board imposed fees and other charges consistent with the *Local Government Act* requirements;
- B. The Board wishes to amend Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", to permit enforcement of certain contraventions of Bylaw No. 3889 by means of a ticket in the form prescribed for the purpose of Division 3 of Part 8 of the *Community Charter* and to establish fine rates;

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

- 1. Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990" is hereby amended as follows:
 - (a) By replacing Schedule 1 item 7 in its entirety with as follows:

"7. Water Distribution Local Service Conditions, Fees and Charges Bylaw, No. 1, 2013	Bylaw Enforcement Officer Fire Chief Police Officer Cross-Connection Control Officer Peace Officer
--	--
 - (b) By replacing Schedule 8 in its entirety with Schedule 8 attached as Appendix 1 to this bylaw.
- 2. This bylaw may be cited for all purposes as "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 81, 2024".

READ A FIRST TIME THIS	day of	2024
READ A SECOND TIME THIS	day of	2024
READ A THIRD TIME THIS	day of	2024
ADOPTED THIS	day of	2024

CHAIR

CORPORATE OFFICER

APPENDIX 1

SCHEDULE 8 TO BYLAW 1857

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 3889**

WATER DISTRIBUTION LOCAL SERVICE CONDITIONS, FEES AND CHARGES BYLAW, NO. 1, 2013

WORD OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Service Connection to Waterworks without approval	6.4	\$200
2. Unauthorized connections to Waterworks	6.5	\$200
3. Booster pump without authorization	8.5	\$100
4. Unauthorized use of Fire Connection	14.2	\$600
5. Installation of a shut off valve or outlet to the Service Connection	29.2	\$200
6. Tamper with water meters	31	\$500
7. Failure to maintain clear access to the water meter	32.1	\$200
8. Failure to act as directed under section 34.1	34.2	\$200
9. Unauthorized use of hydrant or standpipe	37.1	\$600
10. Unauthorized connection to, or use of water from the Waterworks	69.4	\$200
11. Unauthorized connection of multiple Units to a single Service Connection	70.1	\$200
12. Unauthorized operation, maintenance, or repair of the Waterworks	79.2	\$200
13. Unauthorized tampering or alterations of the Waterworks	80.1	\$500
14. Unauthorized operation changes to any valve or curb stop	80.2	\$200
15. Connection of a disturbance or damage causing apparatus	90.1	\$200
16. Cause of damage to Waterworks or Service Connections	102.1	\$500
17. Obstruction of personnel in the performance of their duties	104.2	\$250

**REPORT TO JUAN DE FUCA WATER DISTRIBUTION COMMISSION
MEETING OF TUESDAY, DECEMBER 3, 2024**

SUBJECT Bulk Water Station - District of Metchosin

ISSUE SUMMARY

To seek direction from the Juan de Fuca Water Distribution Commission (the “Commission”) regarding the provision of a new Bulk Water Station within the District of Metchosin.

BACKGROUND

At its October 1, 2024 meeting, the Commission resolved that:

“staff report back on the placement and financial implications of a new bulk water station to service Metchosin, inclusive with the feasibility of completion for the summer of 2025.”

Currently, there are four bulk water stations located in the Juan de Fuca Water Distribution (JDFWD) service area; one in Langford, two in Sooke, and one in East Sooke. See Appendix A for a map showing the specific locations.

These four stations were constructed between 2012 and 2019. Total water volume supplied, and sales revenue collected through the four stations from 2019 to 2023 are presented in Figure 1 and Table 1 respectively.

Figure 1 - CRD Bulk Water Stations Annual Total Water Volume Supplied (m³)

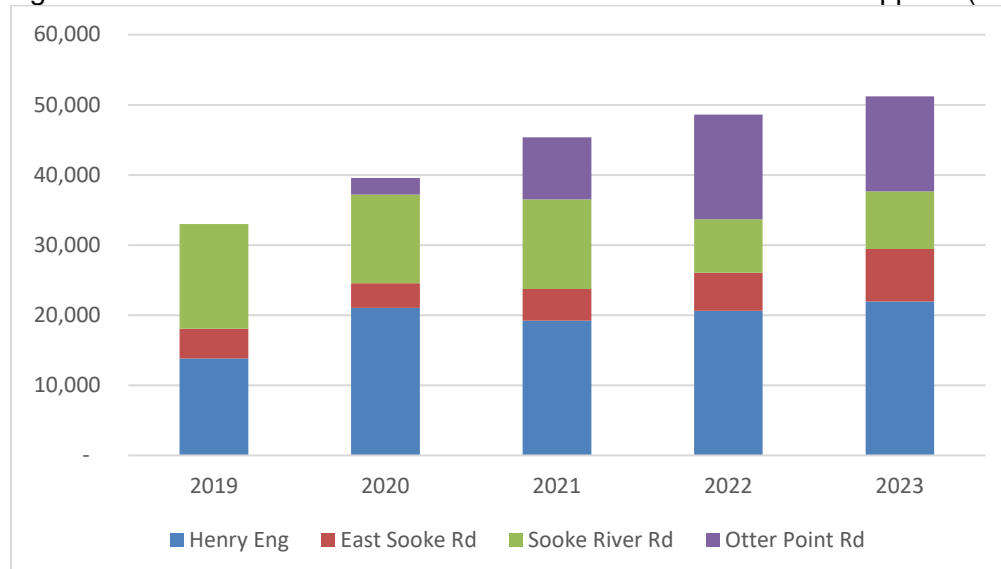


Table 1 - CRD Bulk Water Stations Annual Revenue

Station Name /Year	2019	2020	2021	2022	2023	5 Year Total (2019-2023)
Henry Eng PI	\$ 29,258	\$ 46,605	\$ 44,343	\$ 49,583	\$ 55,945	\$ 225,734
East Sooke Rd	\$ 8,993	\$ 7,825	\$ 10,410	\$ 13,047	\$ 19,046	\$ 59,321
Sooke River Rd	\$ 31,527	\$ 28,042	\$ 29,567	\$ 18,253	\$ 20,927	\$ 128,315
Otter Point Rd	\$ -	\$ 5,222	\$ 20,441	\$ 35,943	\$ 34,546	\$ 96,152
Total per year	\$ 69,777	\$ 87,695	\$ 104,761	\$ 116,825	\$ 130,464	\$ 509,523

The annual average combined operations and maintenance costs for all four existing stations is \$20,000 (\$5,000 per station) per year.

In response to the Commission's request, staff have carried out the following tasks:

- Identified potential locations for a bulk water station within the District of Metchosin (see Appendix B).
- Prepared conceptual layouts of the potential new bulk water stations (see Appendix B).
- Prepared a preliminary capital cost estimate, based on the 2019 actual costs of the Otter Point Bulk Water Station, for the new station as follows:

District of Metchosin Bulk Water Station Cost Estimate		
Description	2019 Actual Cost (Otter Point Rd Station)	2025 Estimated Cost (New Station in Metchosin)
Planning & Design	\$ 55,740	\$ 70,000
Construction	\$ 111,480	\$ 140,000
Project Management	\$ 18,580	\$ 20,000
Sub Total	\$ 185,800	\$ 230,000
Contingency (50%)	-	\$ 120,000
Total	\$ 185,800	\$ 350,000

The 2025 class D cost estimate is based on an annual inflationary increase and includes an added 50% contingency as per Engineers and Geoscientists British Columbia (EGBC) cost estimate guidelines.

In discussion with the District of Metchosin, two potential site locations were identified. One option being at the intersection of Lombard Drive and William Head Road within the District of Metchosin road right-of-way and a second option being at 661 Lombard Drive. The proposed station location must not impact road or adjacent driveway sight lines or access, must have a footprint large enough to accommodate bulk water trucks and requires a concrete pad and electrical power. Bulk water stations must not negatively impact the water distribution system pressures and flow supply. The final site location should be determined during the project planning and design phase.

The timing for the completion of the project is estimated to be approximately eight months, which includes:

- two months for planning and design;
- two months for submittals;
- three months for delivery of the bulk water station equipment; and,
- one month of construction.

The project schedule critical path is determined by the supply of equipment and the availability of BC Hydro to install an electrical service.

The timeline for this project is also dependent on funding availability. In discussion with Metchosin staff they have indicated that they may be able to fund up to 50% of the cost of the Bulk water station subject to their council's approval.

The remaining 50% will need to be funded by the JDFWD Capital Plan. If staff are directed to proceed with this project in 2025, an amendment to the already approved 2025 JDFWD Capital Plan is required. As water rates have already been finalized, projects cannot be added to the capital plan and instead an existing project within the capital plan would need to be delayed and the funds reallocated as part of the final budget approval in March 2025. This means the earliest this new project can commence, assuming approvals for an amended 2025 Capital Plan have been obtained, is March 2025. Given the estimated eight months to complete the works, the earliest this could be completed is December 2025.

ALTERNATIVES

Alternative 1

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.

Alternative 2

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

That staff be directed to amend the 2025 Juan de Fuca Water Distribution Capital Plan to add \$350,000 for the design and construction of a Bulk Water Station within the District of Metchosin to be completed as soon as possible, subject to 50% funding from the District of Metchosin and 50% funding from the JDFWD service.

Alternative 3

That staff not proceed with planning and budgeting for a new Bulk Water Station at this time.

IMPLICATIONS

Environmental & Climate Action

The District of Metchosin is generally midway from the nearest existing bulk water stations on Henry Eng Place and East Sooke Road. The distance separating these two nearest bulk water stations is approximately 25 kilometers (km). By installing a bulk water station in the District of Metchosin, Metchosin residents who rely on bulk water will likely reduce their greenhouse gas (GHG) emissions due to the shorter driving distance; however, a new Bulk Water Station will result in GHG emissions attributable to the construction (machinery, hauling, concrete, etc.), manufacturing and shipping of the material and required components.

Financial Implications

Adding a new bulk water station to the 2026 JDFWD Capital Plan will allow adequate capital planning and refining the cost estimate to minimize rate increases to rate payers; however, project costs may escalate with time.

Adding the new bulk water station to the 2025 JDFWD Capital Plan will require amending the provisionally approved 2025 Capital Plan to prevent increasing the total 2025 Capital Plan budget and the associated water rates. Previously approved projects will either require reduction in scope or be delayed until 2026 to accommodate the \$175,000 (50%) required for a bulk water station to be completed in 2025. An additional estimated \$5,000 per year will be required to be added to the JDFWD operating budget for operation and maintenance of a new station.

Service Delivery Implications

By installing a bulk water station in the District of Metchosin, service times and possibly costs to Metchosin residents served by bulk water haulers will likely be decreased. If a new station is not installed, users can still rely on the existing four other bulk water stations within the JDFWD.

CONCLUSION

The Juan de Fuca Water Distribution Commission has directed staff to report back on the placement and financial implications of a new bulk water station to service the District of Metchosin, as well as the feasibility of completing the installation for the summer of 2025. There are currently four existing bulk water stations within the Juan de Fuca Water Distribution System and a new station will cost an estimated \$350,000, however Metchosin staff have indicated that they may be able to fund up to 50% of the project subject to their council's approval.

The earliest an additional station could be completed is December 2025 subject to the Capital Regional District (CRD) Board approving an amended 2025 Juan de Fuca Water Distribution Capital Plan at the March 2025 CRD Board Meeting. Previously approved projects would either require reduction in scope or be delayed until 2026 to prevent changing the provisionally approved 2025 water rate. Adding a new bulk water station to the 2026 Juan de Fuca Water Distribution Capital Plan will allow adequate capital planning and refining the cost estimate to minimize rate increases to rate payers. The addition of a station in the District of Metchosin will likely decrease service times, costs and travel time for water haulers serving central Metchosin.

RECOMMENDATION

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.

Submitted by:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
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: JDF Bulk Water Stations

Appendix B: Bulk Water Stations – Potential Locations and Conceptual Layouts Within District of Metchosin

Juan de Fuca Water Bulk Water Stations



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0 500 1,000 2,000 3,000 Metres

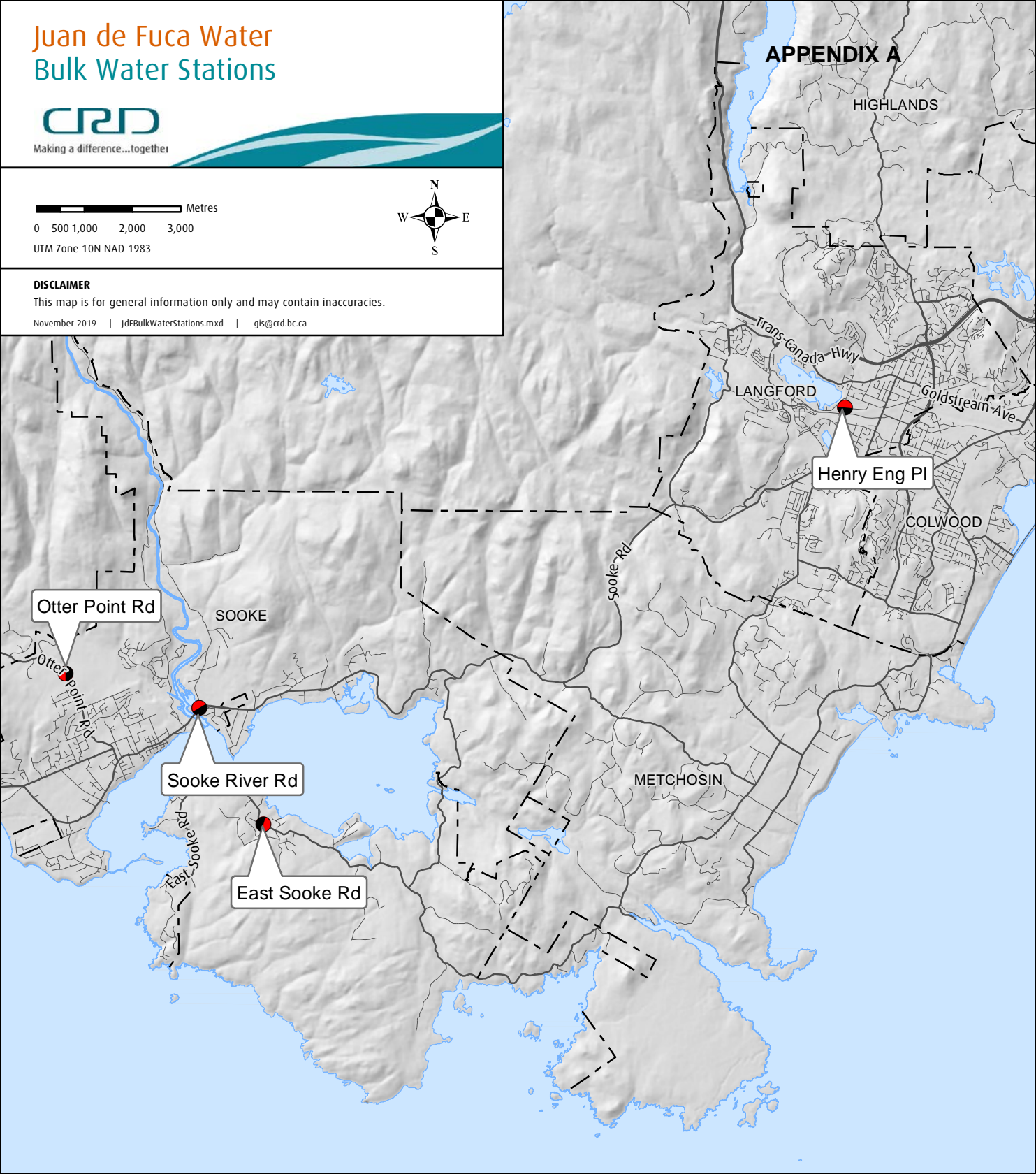
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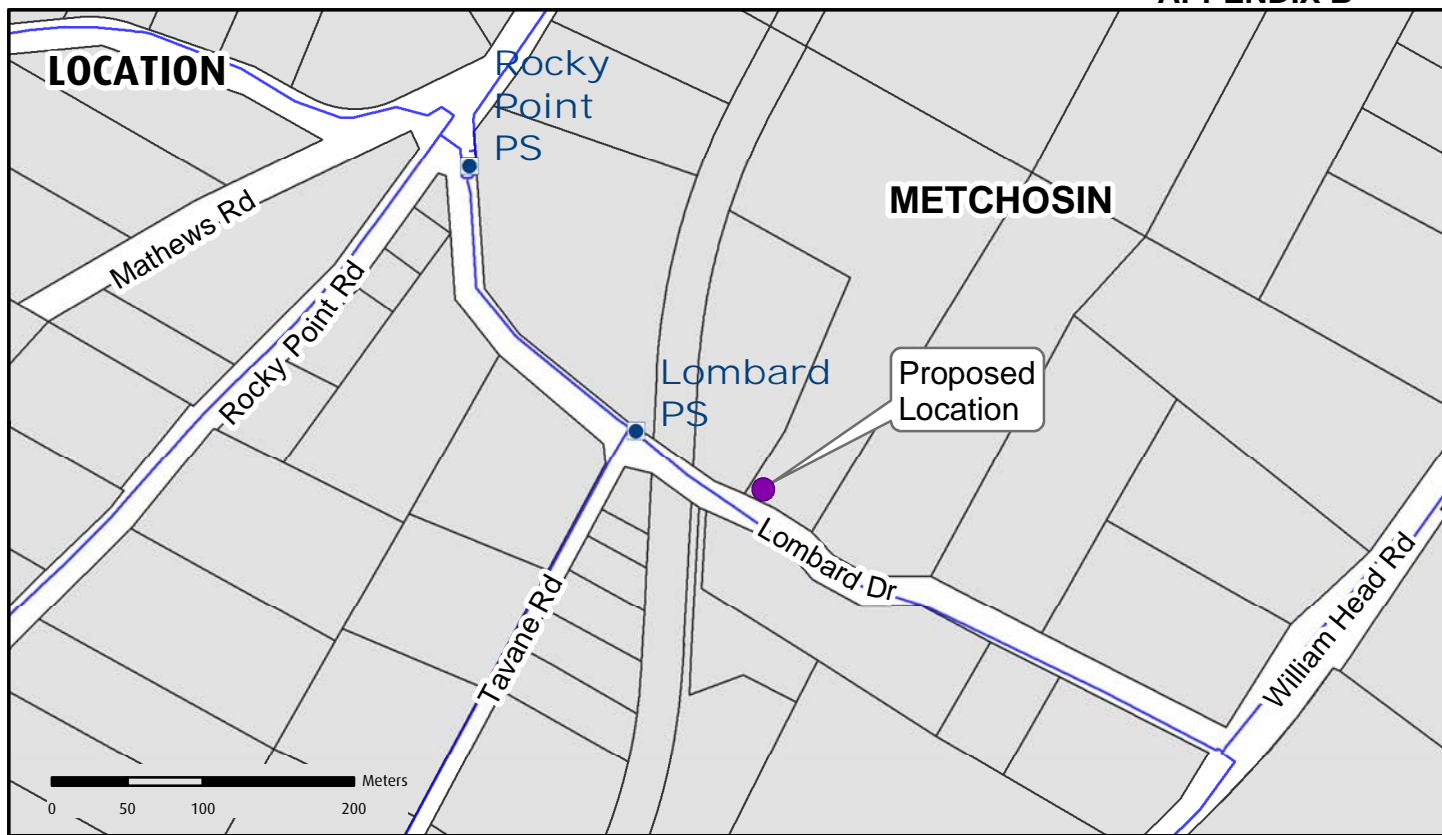


DISCLAIMER

This map is for general information only and may contain inaccuracies.

November 2019 | JdFBulkWaterStations.mxd | gis@crd.bc.ca



**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.

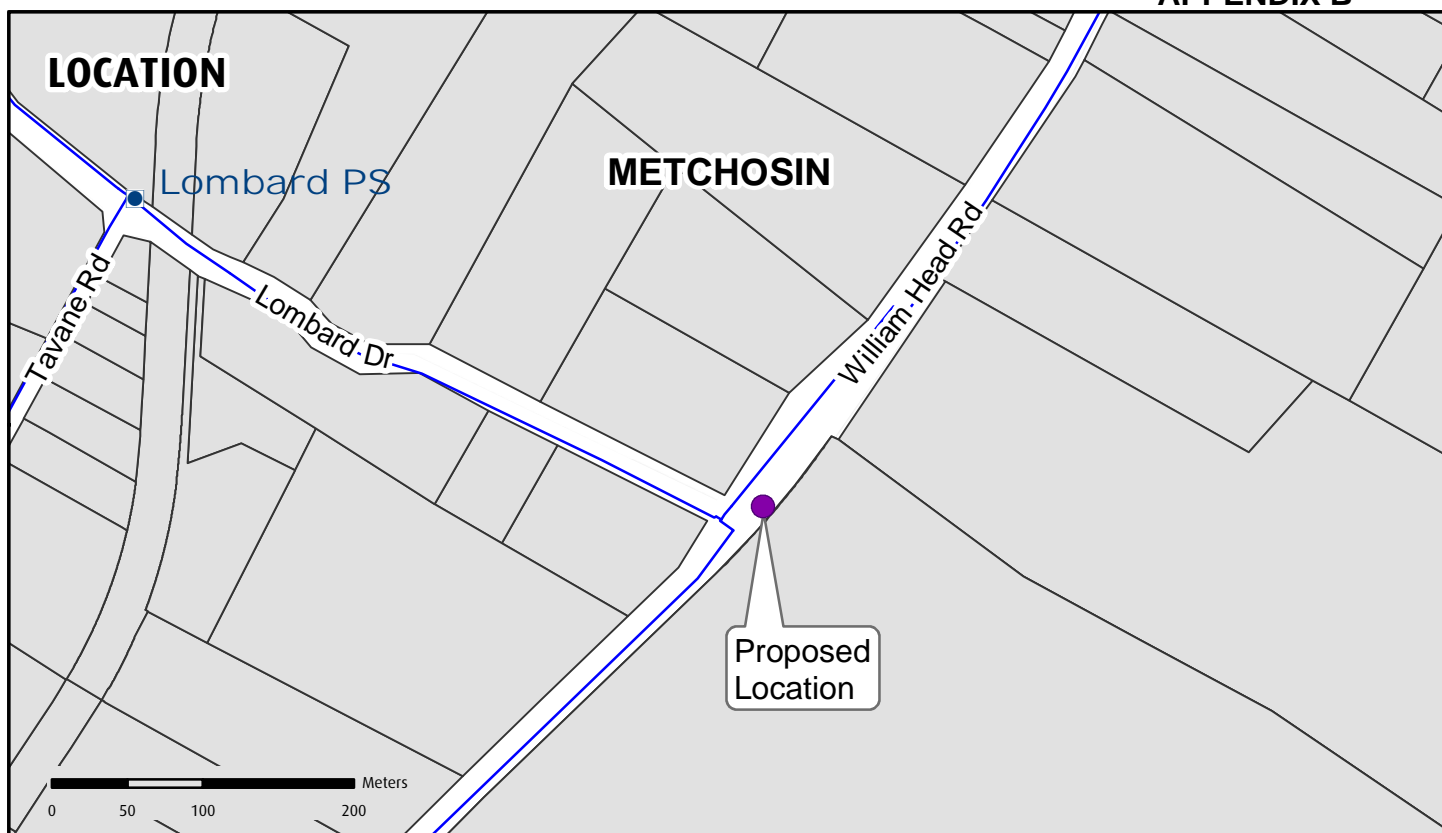
November 2024 | BulkWaterStation_LombardDr661_8-5x11P | helpdesk@crd.bc.ca

661 Lombard Drive, Metchosin Bulk Water Station

Potential Location & Preliminary Layout



Figure 1

**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.

November 2024 | BulkWaterStation_WilliamHeadRd529_8-5x11P | helpdesk@crd.bc.ca

529 William Head Road, Metchosis Bulk Water Station

Potential Location & Preliminary Layout

CRD
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Figure 2



Capital Regional District

HOTSHEET AND ACTION LIST

Regional Water Supply Commission

Wednesday, October 16, 2024

11:30 AM

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.

3. ADOPTION OF MINUTES

The minutes of the September 25, 2024 meeting were adopted as circulated.

8. COMMISSION BUSINESS

8.1 Regional Water Supply Service 2025 Operating and Capital Budget

- Recommendation:** The Regional Water Supply Commission recommends that the Committee of the Whole recommend that the Capital Regional District Board:
1. Approve the 2025 Operating and Capital Budget and the Five Year Capital Plan;
 2. Approve the 2025 wholesale water rate of \$0.8631 per cubic metre;
 3. Approve the 2025 agricultural water rate of \$0.2105 per cubic metre;
 4. Direct staff to balance the 2024 actual revenue and expense on the transfer to the water capital fund;
 5. Direct staff to update carry forward balances in the 2025 Capital Budget for changes after year end; and
 6. Direct staff to amend the Water Rates Bylaw accordingly.

CARRIED

The following items were received for information:

- 7.1 Recommendations from Other Water Commissions
- 7.2 Water Watch Report
- 8.2 Water Quality Summary Report – May to August 2024
- 8.3 Dam Safety Program Update
- 8.4 GVWSA 2024 Wildfire Management Update



Capital Regional District

HOTSHEET AND ACTION LIST

Saanich Peninsula Water Commission

Thursday, October 17, 2024

9:30 AM

Meeting Room 2
Sidney Community Safety Building
2245 Oakville Ave., 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.

3. ADOPTION OF MINUTES

The minutes of the July 18, 2024 meeting were adopted.

7. COMMISSION BUSINESS

7.1 Saanich Peninsula Water Service 2025 Capital and Operating Budget

Recommendation: The Saanich Peninsula Water Commission recommends that the Committee of the Whole recommend that the Capital Regional District Board:

1. Approve the 2025 Operating and Capital Budget and the Five Year Capital Plan;
2. Approve the 2025 Saanich Peninsula Water Service bulk water rate of \$1.2575 per cubic metre, and the Agricultural Research Station water rate of \$1.2927 per cubic metre, adjusted if necessary, by any changes in the Regional Water Supply wholesale water rate;
3. Direct staff to balance the 2024 actual revenue and expense on the transfer to capital reserve fund;
4. Direct staff to update carry forward balances in the 2025 Capital Budget for changes after year end; and
5. Direct staff to amend the Bulk Water Rates Bylaw accordingly.

CARRIED

Actions:

Information request related the agricultural research station water rates.

The following was received for information:

- 7.2 Update on Amalgamation – Presentation, Dan Huang, Connections Planning Assoc.
- 7.3 Regional Water Supply Commission Staff Report: Bear Hill Extension Project
- 7.4 Summary of Recommendations from Other Water Commissions
- 7.5 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
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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:

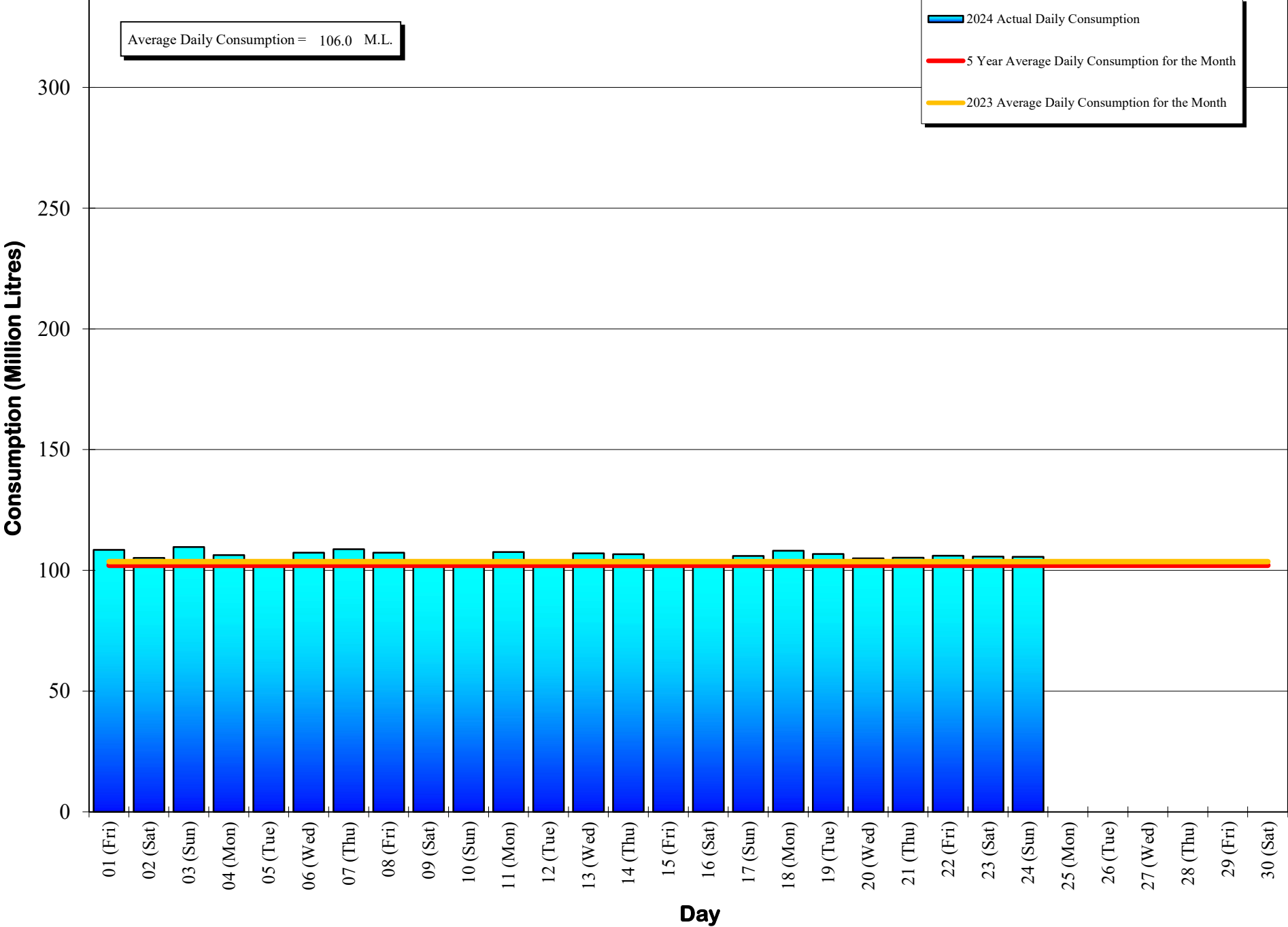
To avoid possible leaks this spring, now is the time to winterize your sprinkler system.
Visit our website at www.crd.bc.ca/water for more information.

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
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
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.

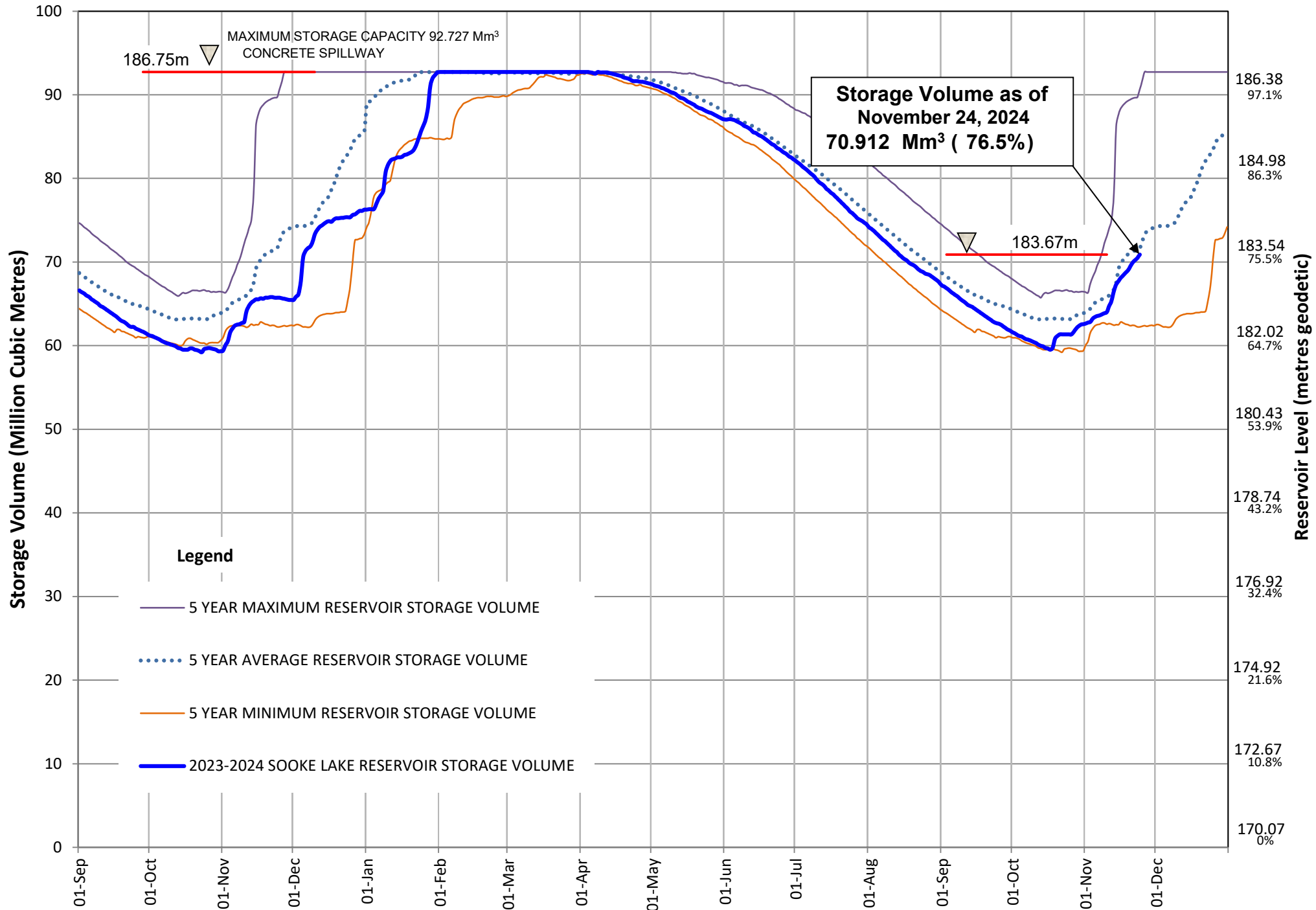
Average Rainfall for November (1914-2023)	261.8 mm
Actual Rainfall: November	211.6 mm
% of Average	81%
Average Rainfall (1914-2023): Sept 01 - Nov 24	442.4 mm
Actual Rainfall (2023/24): Sept 01 - Nov 24	526.1 mm
% of Average	119%

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

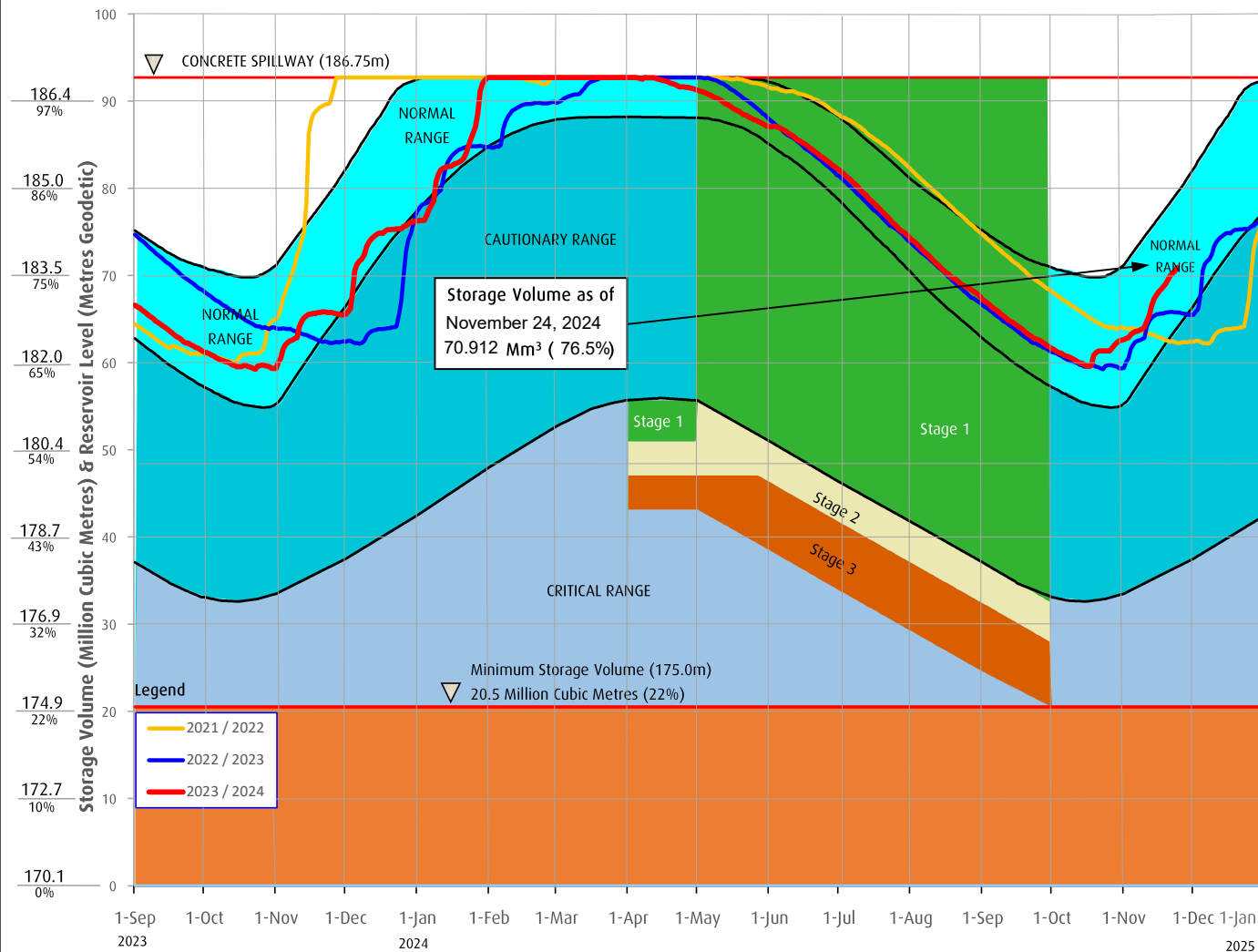
SOOKE LAKE RESERVOIR STORAGE SUMMARY

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

CRD
Making a difference...together

Useable Reservoir Volumes in Storage for November 24, 2024

