



Making a difference...together

**SAANICH PENINSULA WATER COMMISSION**  
Notice of Meeting on **Thursday, January 18, 2024 at 9:30 am**  
Meeting Room, Sidney Community Safety Building (Fire Hall),  
2245 Oakville Ave, Sidney BC

For members of the **public who wish to listen to the meeting** via telephone please call **1-833-353-8610** and enter the **Participant Code 1911461 followed by #**. You will not be heard in the meeting room but will be able to listen to the proceedings.

M. Doehnel  
S. Duncan  
D. Halldorson  
W. Helgason

D. Kelbert  
P. Jones  
Z. King  
C. McNeil-Smith

C. Pinches  
S. Shrivastava  
R. Windsor

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**AGENDA**

**1. TERRITORIAL ACKNOWLEDGEMENT**

**2. ELECTION OF CHAIR**

*(Pursuant to Section 9(2) Letters Patent)*  
*Election conducted by the General Manager, Integrated Water Services*

**3. ELECTION OF VICE CHAIR**

*(Pursuant to Section 9(2) Letters Patent)*  
*Election conducted by the Chair*

**4. APPROVAL OF AGENDA**

**5. ADOPTION OF MINUTES .....3**

*Recommendation: That the minutes of the October 19, 2023 meeting be adopted.*

**6. CHAIR’S REMARKS**

**7. PRESENTATIONS/DELEGATIONS**

*Delegations will have the option to participate electronically. Please complete the [online](#) application for “Addressing the Board” on our website and staff will respond with details.*

*Alternatively, you may email your comments on an agenda item to the Saanich Peninsula Water Commission at [iwsadministration@crd.bc.ca](mailto:iwsadministration@crd.bc.ca). Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.*

**8. GENERAL MANAGER’S REPORT**

**8.1. 2024 Saanich Peninsula Water Commission Work Plan.....8**

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To ensure quorum, advise [iwsadministration@crd.bc.ca](mailto:iwsadministration@crd.bc.ca) if you cannot attend.

**9. COMMISSION BUSINESS**

**9.1. Saanich Peninsula Water Commission Amalgamation with the Regional Water Supply Commission – Feasibility Study .....9**

**Recommendation:**

- 1. That staff be directed to undertake a feasibility study to explore the implications of amalgamating the Saanich Peninsula Water Commission with the Regional Water Supply Commission; and,
- 2. That this report be referred to the Regional Water Supply Commission for information.

**9.2. Appointment of Representative to the Water Advisory Committee [Verbal]  
(Pursuant to Section 1 Bylaw No. 2541)**

**Recommendation:** That the Saanich Peninsula Water Commission appoint its Vice Chair to the Water Advisory Committee for a one-year term ending December 31, 2024.

**9.3. Summary of Recommendations from Other Water Commissions .....30**

*There is no recommendation, this report is for information only.*

**9.4. Water Watch Report .....33**

*There is no recommendation, this report is for information only.*

**10. NOTICE(S) OF MOTION**

**11. NEW BUSINESS**

**12. ADJOURNMENT**

**Next Meeting:** Thursday, March 21, 2024



Making a difference...together

**MINUTES OF A MEETING OF THE Saanich Peninsula Water Commission, held Thursday, October 19, 2023 at 9:30 am, Training Room 2, Sidney Community Safety Building, 2245 Oakville Ave, Sidney BC**

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**PRESENT: Commissioners:** D. Kelbert (Chair); S. Duncan; D. Halldorson; P. Jones; Z. King; C. McNeil-Smith; C. Pinches

**Staff:** A. Fraser, General Manager, Integrated Water Services; J. Marr, Senior Manager, Infrastructure Engineering; S. Irg, Senior Manager, Water Infrastructure Operations; G. Harris, Senior Manager, Environmental Programs; J. Dales, Senior Manager, Wastewater Infrastructure Operations; L. Westinghouse, Senior Financial Advisor; Y. Li, Senior Financial Advisor; D. Dionne, Administrative Coordinator, Integrated Water Services (Recorder)

**Also in Attendance:** C. Stock, Alternate Commissioner to P. Jones

**REGRETS:** M. Doehnel; W. Helgason; S. Shrivastava; R. Windsor

The meeting was called to order at 9:33 am.

**1. TERRITORIAL ACKNOWLEDGEMENT**

The Chair provided the Territorial Acknowledgement.

**2. APPROVAL OF AGENDA**

**MOVED** by Commissioner McNeil-Smith, **SECONDED** by Commissioner King, That the agenda be approved.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by Commissioner King, **SECONDED** by Commissioner McNeil-Smith, That the minutes of the September 28, 2023 meeting be adopted.

**CARRIED**

**4. CHAIR'S REMARKS**

The Chair made no remarks.

**5. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**6. GENERAL MANAGER'S REPORT**

A. Fraser introduced the Senior Financial Advisors attending in support of Item 7.2.

She provided an update on the Regional Water Supply Development Cost Charges (DCC) program. Noting the following:

- Staff are working with the consultant, Urban Systems, to develop a program and the associated bylaw.
- Over the past couple of months staff met with municipal public works and engineering

departments to get feedback on the program and answer questions.

- Staff are in the process of meeting with municipal councils to provide an overview of the program.
- Ultimately the Regional Water Supply Commission will be responsible for the program.

Discussion ensued and staff responded to questions regarding:

- Impact of the program on future budgets.
- Impact on new developments (DCCs are applied to new developments) and benefits to existing residents (DCCs help offset the Capital Program).
- Staff have contacted Metro Vancouver for more information related to a news article that indicated the Federal Government is holding up some grant funding to two Metro Vancouver municipalities due to the introduction of its Regional DCC program.

## 7. COMMISSION BUSINESS

### 7.1. Service Planning 2024 – Water Community Need Summary

A. Fraser provided a summary of the staff report. She highlighted the four Initiative Business Cases noting that they are incorporated into the Regional Water Supply Service budget but will have a minor effect on the Saanich Peninsula Water Service water rates.

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

- Overhead costs associated with new Full Time Employees (FTE).
- Salary and benefits cost breakdown – the Community Needs Summary contains the all-in impact of the FTE and the Regional Water Supply Service Budget highlights each of the salary and benefits for each of the FTEs.
- There was a discussion regarding the Asset Management Plan and whether the Asset Management Registry is up to date. The Commission requested that staff provide a progress report on these items.

**MOVED** by Commissioner Duncan, **SECONDED** by Commissioner Pinches,  
The Saanich Peninsula Water Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:  
That Appendix A, Community Need Summary – Water, be approved as presented and form the basis of the 2024-2028 Financial Plan.

**CARRIED**  
**Opposed: Jones**

### 7.2. Saanich Peninsula Water Service 2024 Operating and Capital Budget

A. Fraser provided an overview of the proposed 2024 Operating and Capital Budget and the five-year capital plan staff report.

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

- Big ticket capital projects including construction of the Bear Hill interconnect in 2024.

- Concern was raised regarding the budget increase of 4.4% which contradicts the Capital Regional District (CRD) Boards direction to cap increases at 3.5%. Staff noted that the increase is due in part to:
  - Labour increases, due to union contract settlement that occurred after the 2023 budget was set, which included a 3% increase for 2024 and 2.5% increase for 2023. The 2023 increase needed to be accounted for in 2024.
  - The increase difference between the Regional Water Supply rate and the municipal rates is dependant on size and scale of capital projects in 2024; and consideration of preparing for the potential impacts of climate change and needing to build those costs in now.
- Allocation of demand management in the budget.
- The 2% increase for operating expenditures for 2025 and beyond is what a steady rate of increase would look like based on the previous five years' average.
- There was a discussion around the proposed Regional Water Supply DCC program and its potential affects on the Saanich Peninsula. Staff will be presenting the information to municipal councils over the coming weeks.

At 10:19 am, staff and Commissioners participated in the BC Shakeout earthquake drill.

- There was a discussion around the 2024 demand estimate that reflects a demand reduction in 2023 due to the First Nations becoming wholesale customers of the Regional Water Supply System. The Commission wanted to know if it was possible to show the previous five years with the First Nations demand pulled out to see if the demand numbers are comparable in 2018-2023. Staff will review that layout for next time.
- Cost pressure of water demand trending down, while there was a downward trend in 2010 to 2018, demand is now starting a gradual increase related to growth.

**MOVED** by Commissioner Duncan, **SECONDED** by Commissioner Pinches, The Saanich Peninsula Water Commission recommends that the Committee of the Whole recommend that the Capital Regional District Board:

1. Approve the 2024 operating and capital budget;
2. Approve the 2024 Saanich Peninsula bulk water rate of \$1.1978 per cubic metre, and the Agricultural Research Station water rate of \$1.2330 per cubic metre, adjusted if necessary by any changes in the CRD Regional Water Supply wholesale water rate;
3. Direct staff to balance the 2023 actual revenue and expense on the transfer to capital reserve fund;
4. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end; and,
5. Direct staff to amend the Bulk Water Rates Bylaw accordingly.

**CARRIED**  
**Opposed: Jones**

### 7.3. Summary of Recommendations from Other Water Commissions

This report was received for information.

#### 7.4. Water Watch Report

This report was received for information.

### 8. NOTICE(S) OF MOTION

#### 8.1. Speaker Series

There was lengthy discussion on the Item with several benefits and concerns raised.

Benefits:

- There is a disconnect with public understanding about water and there should be more appreciation, connection and understanding by the general population.
- There is lots of valuable emerging science and information. There would be a benefit to bringing that information to educate and provide for more engagement between the community, the CRD and the Saanich Peninsula Water Commission.
- Hearing from other groups that are passionate about the environment.
- Speaker series generally focus on the objective of the people organizing it and therefore the speakers would be approved by the organizer.
- The public has no idea of what Regional Districts do and the more opportunity for the CRD, or municipalities, to get out there and talk to the public the better.
- Utilizing a CRD-directed series would allow for the CRD to vet speakers to ensure relevance to CRD business.

Concerns:

- Organizing a speaker series is outside the scope of this commission.
- There are many community groups who already provide information and speaker series that the public can attend.
- Have CRD representatives participate in existing speaker series put on by other community groups.
- Potential for speakers who may express political views on matters that are before the CRD Board.
- CRD already engages with the community appropriately on specific matters at the Board.
- More information is helpful to the public, but there are already other channels out there for delivering that information.
- Dedicated staff would be required to coordinate. Would be onerous on the water service to do this.
- The commission could do more outreach to community groups to have the subject matter experts out to provide presentations through their venues.
- A speaker series could provide the public with a whole bunch of ideas they want to consider but may not be practical. Not sure it would be as helpful a result as intended.

Commissioner King noted a successful CRD-organized conference from several years ago - Water in the City Conference. He feels that there would be value to having presentations for community members and that it would build trust, confidence and awareness of issues.

Commissioner Pinches noted that she would be interested in hearing about what information the CRD has available, how it has engaged with people and what methods of engagement have worked in the past. There may be more effective ways of getting the information out to communities.

A. Fraser advised that there are discussions occurring at the executive level around overall communication, public outreach and understanding of what the CRD does as whole. She noted that introducing a speaker series specific to the Saanich Peninsula would be unique and there would be budgetary implications in coordinating that. Speakers would need to be considered based on regional context and aligned with the challenges and limitations of the CRD.

Commissioner McNeil-Smith stated that the public is very interested in municipal initiatives and there are engagement processes that municipalities initiate to gather input. Staff provide consultants who are subject experts to make public presentations at council meetings with significant public attendance. It is quite unique to have a conference with speakers and there needs to be a distinction between conferences of that nature and a speaker series. There would be budget implications related to this request. Normally at Council staff would be requested to provide a report on what a speaker series may look like and what the budgetary implications would be.

**MOVED** by Commissioner King, **SECONDED** by Commissioner Kelbert, Therefore, be it resolved that the Saanich Peninsula Water Commission direct staff to organize an annual speaker series for the peninsula, dedicated to presentations by researchers and public interest groups that are focused on emerging topics concerning water and wastewater.

**WITHDRAWN**

**MOVED** by Commissioner King, **SECONDED** by Commissioner Kelbert, That staff provide a report on implications and a potential budget for associated costs to organize an annual speaker series for the peninsula, dedicated to presentations by researchers and public interest groups that are focused on emerging topics concerning water and wastewater.

**CARRIED**

**Opposed: McNeil-Smith, Duncan**

## 9. NEW BUSINESS

There was no new business.

## 10. ADJOURNMENT

**MOVED** by Commissioner Halldorson, **SECONDED** by Commissioner Pinches, That the October 19, 2023 meeting be adjourned at 11:03 am.

**CARRIED**

\_\_\_\_\_  
**CHAIR**

\_\_\_\_\_  
**SECRETARY**

### Saanich Peninsula Water Commission – 2024 Work Plan

Staff Report Title and Link if Applicable	Meeting Date	Report Frequency	Author
SPWC Amalgamation with the RWSC – Feasibility Study	January	One off	Alicia Fraser
Cloak Hill Site Licence Agreement with CREST	March	5 yrs	Alicia Fraser
Saanich Peninsula Water Asset Management Update	May	One off	Joseph Marr
Saanich Peninsula Water 2024 Mid-Year Capital Projects and Operations Update	July	Annual	Joseph Marr
Saanich Peninsula Water Service 2024 Capital and Operating Budget	October	Annual	FIN / IWS
Service Planning - Water	October	Annual	RPS / IWS
2024-2028 Capital Plan Amendment (if required)	October/Nov	As needed	Joseph Marr

**REPORT TO SAANICH PENINSULA WATER COMMISSION  
MEETING OF THURSDAY, JANUARY 18, 2024**

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**SUBJECT**     **Saanich Peninsula Water Commission Amalgamation with the Regional Water Supply Commission – Feasibility Study**

**ISSUE SUMMARY**

To inform the Saanich Peninsula Water Commission of a referral motion from the District of Central Saanich and to seek direction.

**BACKGROUND**

At its meeting of November 14, 2023, the District of Central Saanich Council approved the following referral motion:

*That the Saanich Peninsula Water Commission investigate the possibility of amalgamation with the Regional Water Supply Commission.*

In the late 1970s, the Capital Regional District was directed to establish a Saanich Peninsula Water Service to take on the water supply and expansion role previously undertaken by the Brentwood Waterworks District, Deep Cove Waterworks District, and the Sidney Waterworks District. The purpose of the service was to undertake the function of water supply, including obtaining land, rights of way, and facilities for doing so.

Votes are not weighted, and are conducted as one-member, one-vote. Membership is made up of each participant's regional directors, an additional council representative, and a public representative, along with a single First Nation representative and a single agricultural organization representative.

In the late 1990s, subsequent to the creation of the Saanich Peninsula Water Commission, the Regional Water System was created and the Province passed the Capital Region and Sooke Hills Protection Act, *SBC 1997, c 5* ("CRSHPA"), and its regulation, to transfer the management of the watershed and lands to the Capital Regional District (CRD).

Three governance bodies were created:

- The Regional Water Supply Commission, now operated by commission Bylaw No. 2539, "Regional Water Supply Commission Bylaw No. 1, 1997",
- The Water Advisory Committee, whose basic membership is set by the CRSHPA and its terms of reference, and
- The Juan de Fuca Water Distribution Commission, now operated by commission Bylaw No. 2540, "Juan de Fuca Water Distribution Commission Bylaw No. 1, 1997".

The CRSHPA gave the management of the water quality, system planning, and bulk delivery to the Regional Water Supply Commission, and created a separate Western Communities system expansion and service delivery function to be managed by the Juan de Fuca Water Distribution Commission.

The Regional Water Supply Commission is a delegated, administrative commission, responsible for major decisions relating to the service. Its voting is weighted in accordance with the weighted voting in the *Local Government Act*. Administration and operation decisions as well as contracts and property decisions are weighted, with other decisions unweighted. This mirrors the Board's weighted voting requirements.

Membership of the Commission is made up based on council appointments equal to the number of directors that participant has on the regional board, and the Juan de Fuca Electoral Area Director. There are no public members, First Nation, or agricultural members on the Commission, however, the advisory committee includes representation for First Nations and agricultural members.

The Regional Water Supply system includes a 130-kilometer transmission system which moves water from the treatment facilities to each of the individually run distribution systems. In the case of the Saanich Peninsula, the Regional Water Supply supplies bulk water to Saanich Peninsula Water which in turn supplies water to the individual municipal and First Nations distribution systems. Currently, Saanich Peninsula Water System is operated as an extension of the Regional Water System, providing a similar service to the Regional Water Transmission division, and sharing common operating procedures and emergency response and preparedness systems.

Though the infrastructure could be operated as a continuous water system, the current governance structure has created a delineation between the two-systems. This structure allows greater autonomy to the Saanich Peninsula communities to define their own service level expectations but also may limit the opportunities for operational efficiencies. By amalgamating the two systems there is potential for increased operational efficiencies, elimination of administrative burden, and improved redundancy and resiliency of the system.

## **ALTERNATIVES**

### *Alternative 1*

1. That staff be directed to undertake a feasibility study to explore the implications of amalgamating the Saanich Peninsula Water Commission with the Regional Water Supply Commission; and,
2. That this report be referred to the Regional Water Supply Commission for information.

### *Alternative 2*

That staff be directed to seek the endorsement of proceeding with a feasibility study from the District of Central Saanich, the District of North Saanich and the Town of Sidney and report back to the Commission.

## **IMPLICATIONS**

### *Service Delivery Implications*

The CRD would engage a third party to consider both the implication of the amalgamation to the Saanich Peninsula Water Commission municipal participants, as well as the Regional Water Supply Commission. The scope of the study would consider such aspects as:

- The conversion of the Saanich Peninsula letters patent.
- How the existing infrastructure and liabilities would be valued and transferred.

- Membership, representation and voting on the Regional Water Supply Commission, as well as implications to the membership at the Water Advisory Commission.
- Potential limitations on First Nations membership, representation and voting rights at the Regional Water Supply Commission.
- Review of operational efficiencies related to staffing, technology systems and procedures.
- The role of First Nations and how they would like to be involved in decision-making.
- Streamlining of Water Rate structure and Development Cost Charge programs.
- Recommendations on steps and timing of transition to minimize impacts.

Currently, the Saanich Peninsula Water Supply service has no outstanding debt obligations. However, with the 2024-2028 Capital Plan requiring the issuance of new debt the study will be timed to return recommendations before future obligations are incurred.

It is estimated this study would cost approximately \$40,000 and be funded through the current operating budget with no amendments to approved rates. It is expected the study will take approximately six months to complete from the time of initiation.

#### *Intergovernmental Implications*

Upon completion of the study the findings would be presented to the Saanich Peninsula Water Commission. The Saanich Peninsula Water Service could be amended by two-thirds participant consent and Inspector of Municipalities approval. Conversion from Letters Patent requires service participants to consent to any change by two-thirds consent. This would also be done by municipal consent on behalf.

The Regional Water Service already includes the three Saanich Peninsula participants but may require an amendment to identify that it is not merely bulk supply but now also undertaking distribution to those communities. Any amendments to the Regional Water Supply Service Establishing Bylaw would require Regional Board approval, consent of the participants and Inspector of Municipalities. The typical process for municipal consent takes two months, with eight to 12 weeks for Provincial review once a bylaw is passed.

Change to commission bylaws may be done by the CRD Board with three readings and adoption at a regular meeting. No ministerial or participant approval is required.

### **CONCLUSION**

Further to the November 14, 2023 referral motion from the District of Central Saanich Council, staff have reviewed the original rationale for the creation of the Saanich Peninsula Water Service and the scope of the Regional Water Supply Service. Staff have found that there may be an unnecessary layer of governance which was required in 1976, prior to the creation of the Regional Water Supply Service that could be eliminated with potentially no impact to the level of services and with improved efficiencies for the users.

### **RECOMMENDATION**

1. That staff be directed to undertake a feasibility study to explore the implications of amalgamating the Saanich Peninsula Water Commission with the Regional Water Supply Commission; and,

2. That this report be referred to the Regional Water Supply Commission for information.

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

**ATTACHMENT(S)**

Appendix A: Supplementary Letters Patent

**SAANICH PENINSULA WATER COMMISSION  
LETTERS PATENT, AMENDMENTS AND CONSOLIDATED VERSION**

**(Scanned versions)**

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SAANICH PENINSULA WATER COMMISSION  
LETTERS PATENT

(Scanned version)

CANADA

PROVINCE OF BRITISH COLUMBIA

ELIZABETH the SECOND, by the Grace of God, of the United Kingdom, Canada, and Her Other Realms and Territories, Queen, Head of the Commonwealth, Defender of the Faith.

To all to whom these presents shall come -

GREETING	(WHEREAS pursuant to the provisions
	(
	(of section 766 of the Municipal Act,
Minister of	(
Municipal Affairs	(the Capital Regional District was
And Housing	(
	(incorporated by Letters Patent issued
	(
	(on the 1 <sup>st</sup> day of February, 1966:

AND WHEREAS pursuant to the provisions of section 29A of the Municipal Act it has been deemed to be desirable and in the public interest that the Brentwood Waterworks District, the Deep Cove Waterworks District and the Sidney Waterworks District, being improvement districts incorporated under the Water Act be dissolved and all of the assets, rights, claims, obligations, liabilities, contracts, agreements, and bylaws of the said Brentwood Waterworks District be transferred to The Corporation of the District of Central Saanich and further that all of the assets, rights, claims, obligations, liabilities, contracts, agreements, and bylaws of the said Deep Cove Waterworks District be transferred to the District of North Saanich and further that all of the assets, rights, claims, obligations, liabilities, contracts, agreements and bylaws of the said Sidney Waterworks District be transferred to the Town of Sidney:

AND WHEREAS it is deemed to be desirable and expedient that the Capital Regional District be granted the function of water supply for the area comprised of the lands within the boundaries of The Corporation of the District of Central Saanich, the District of North Saanich and the Town of Sidney:

NOW KNOW YE THAT, by these presents, We do order and proclaim that the following be added to the objects, powers, obligations, duties, limitations, and conditions of the Capital Regional District:

DIVISION XVII - WATER SUPPLY (SAANICH PENINSULA).

1. Only the member municipalities of The Corporation of the District of Central Saanich, the District of North Saanich and the Town of Sidney participate in this function and share in the cost thereof:
2. The regional district is empowered to purchase water and to acquire, design, construct, reconstruct, purchase, maintain, and operate facilities and to acquire all such real property, easements, rights of way, licences, rights or authorities for the purpose of supplying water to The Corporation of the District of Central Saanich, the District of North Saanich and the Town of Sidney for distribution by those municipalities in conformity with the planning policies contained in the Official Community Plans and Official Regional Plans adopted under the provisions of the Municipal Act.
3. The regional district is empowered by bylaw to fix rates and charges for the supply of water to The Corporation of the District of Central Saanich, the District of North Saanich, and the Town of Sidney for distribution only within municipal boundaries except with the consent of the Regional Board and the provisions of section 568 of the Municipal Act, mutatis mutandis, apply to the regional district.
4. For the purpose of this function all assets, rights, claims, obligations, liabilities, contracts and agreements of the participating member municipalities with respect to water supply only, including those formerly held by the Brentwood Waterworks District, the Deep Cove Waterworks District and the Sidney Waterworks District, are hereby transferred to the regional district in trust for the use and enjoyment and fulfillment by the participating member municipalities, provided, however, that the transfer of real property together with any improvements thereon may at the discretion of the municipality be by lease to the regional district for water supply purposes. Any initial lease entered into in accordance with the provisions of this paragraph shall be at a nominal rental of \$1.00 (one dollar) per annum and the term shall not exceed ten years and it shall be renewable upon such terms agreeable to the owner municipality and the regional district, provided however in the event of a dispute between the two parties relative to cite renewal of the lease any issue in dispute shall be referred to the Comptroller of Water Rights whose decision shall be binding upon both parties.
5. For the purpose of this function bylaws of the participating member municipalities, including those of the former Brentwood Waterworks District, the Deep Cove Waterworks District and the Sidney Waterworks District, shall be deemed to be bylaws of the regional district where such bylaws or parts thereof relate to water supply, and the said bylaws or applicable parts thereof, as the case may be, shall be administered by the regional district and be amended or repealed by the Regional Board on the advice of the Saanich Peninsula Water Commission herein provided for.
6. For the year 1977 only, that part of the annual budget of the regional district which includes provision for the function granted by this Division shall, before coming into force and effect, be approved by the Inspector of Municipalities.

7. The annual net cost attributable to the function granted by this Division, including any annual debt charges, shall be apportioned among the member municipalities liable to share such costs on the basis of fifty per cent (50%) by census population and fifty per cent (50%) by net taxable value of land and improvements for school purposes, except those properties taxable for school purposes only by special Act.
8. For the purposes of subsection (7) of section 786 of the Municipal Act, the Inspector of Municipalities may establish the amount of debt that may be incurred for this function.
9. There is hereby established a Saanich Peninsula Water Commission which shall consist of eleven members as follows:
  - (1) (a) three members, one each appointed annually from and by the Council of The Corporation of the District of Central Saanich, the District of North Saanich and the Town of Sidney, respectively;
  - (b) three members, one each appointed on or before the 31<sup>st</sup> day of December, 1976, from and by the Board of Trustees of the Brentwood Waterworks District, the Deep Cove Waterworks District, and the Sidney Waterworks District respectively, each of whom shall hold office for a period of three years; and thereafter their successors, respectively, shall be appointed annually by the Councils of the Corporation of the District of Central Saanich, the District of North Saanich and the Town of Sidney.
  - (c) those members of the Council of The Corporation of the District of Central Saanich, the District of North Saanich and the Town of Sidney, who are Directors of the Regional Board of the Capital Regional District;
  - (d) two members appointed annually by the Regional Board of the Capital Regional District, each of whom shall be a resident of one of the participating municipalities but a person other than a member of the Board or of the Councils of The Corporation of the District of Central Saanich, the District of North Saanich or the Town of Sidney.
- (2) the Saanich Peninsula Water Commission shall, at its first meeting in each year, appoint a Chairman and a Vice-Chairman from and by the members thereof to hold office for that year or until a successor is appointed;
- (3) should a member of the Commission appointed under sub-paragraph (1)(b) hereof resign, or for some other reason vacate or cease to hold office, the Minister of Municipal Affairs and Housing shall appoint a successor, provided however, that this provision shall cease to operate beyond the year 1979.

10. It shall be the duty of the Saanich Peninsula Water Commission to:
  - (1) advise the Regional Board on water supply matters on its own initiative or where such matters are referred to it be the Regional Board or the Council of a participating member municipality.
  - (2) act as liaison between the Regional Board and the member municipalities.
11. The Regional Board may, by bylaw, delegate such administrative powers to the Saanich Peninsula Water Commission as may be deemed expedient.
12. All matters concerned with the function or water supply granted by this Division, requiring legislative action by the Regional Board shall be referred to the Saanich Peninsula Water Commission at least thirty days before being acted upon by the Regional Board.
13. The Regional Board shall appoint a Secretary who shall be responsible for the preparation, maintenance and safe preservation of the minute books and other records of the transactions and other business of the Commission.
14. The Minutes and reports of the Saanich Peninsula Water Commission shall be submitted to the Regional Board and to the participating member municipalities.

AND THAT the Letters Patent of the Capital Regional District be deemed to be amended so as to conform to the premises as and from the date, of these supplementary Letters Patent.

IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and the Great Seal of Our said Province to be hereunto affixed.

WITNESS, Colonel, the Honourable Walter S. Owen, Q.C., LL.D., Lieutenant- Governor of Our said Province of British Columbia, in Our City of Victoria, in Our said Province, this 22<sup>nd</sup> day of December in the year of Our Lord one thousand nine hundred and seventy-six and in the twenty-fifth year of Our Reign.

By Command.

D. Phillips  
Acting Provincial Secretary and  
Minister of Travel Industry.

**Amendment to Saanich Peninsula Water Commission Letters Patent - April 27, 1978  
(Scanned version)**

CANADA

PROVINCE OF BRITISH COLUMBIA

ELIZABETH the SECOND, by the Grace of God, of the United Kingdom, Canada, and Her Other Realms and Territories, Queen, Head of the Commonwealth, Defender of the Faith.

To all to whom these presents shall come -

GREETING	(WHEREAS pursuant to the provisions
	(
	(of section 766 of the Municipal Act,
Minister of	(
Municipal Affairs	(the Capital Regional District was
And Housing	(
	(incorporated by Letters Patent issued
	(
	(on the 1 <sup>st</sup> day of February, 1966:

AND WHEREAS, Section 766 of the Municipal Act provides inter alia that, in addition to the functions conferred by that Act a regional district has such functions as are provided by Letters Patent or supplementary Letters Patent, and for this purpose the Lieutenant-Governor in Council may, on the recommendation of the Minister, provide in Letters Patent or supplementary Letters Patent such further objects, powers, obligations, duties, limitations, and conditions in respect to any or all functions requested pursuant to this section:

AND WHEREAS pursuant to the provisions of supplementary Letters Patent issued 22<sup>nd</sup> December 1976, conferring upon the Capital Regional District the function of water supply to The Corporation of the District of Central Saanich, the District of North Saanich, and the Town of Sidney, the membership of a commission created to advise the Capital Regional District Board shall be comprised in part of three members one each appointed annually from and by the councils of The Corporation of the District of Central Saanich, the District of North Saanich, and the Town of Sidney respectively:

AND WHEREAS the interests of the three member municipalities are significantly affected as a result of the deliberations of the said commission:

AND WHEREAS from time to time the member appointed by the said municipal councils is unable to attend meetings of the commission:

AND WHEREAS the provisions of section 766 of the Municipal Act have been complied with:

NOW KNOW YE THAT by these presents We do order and proclaim that the following be added to the objects, powers, obligations, duties, limitations and conditions of the Capital Regional District:

1. Paragraph numbered 9 of the function of Division XVII - Water Supply (Saanich Peninsula) granted by supplementary Letters Patent issued 22<sup>nd</sup> December 1976 is amended by the inclusion of the following as sub-paragraph (4):

“(4) There shall also be appointed annually from and by the Councils of The Corporation of the District of Central Saanich, the District of North Saanich, and the Town of Sidney respectively an alternate member who shall take the place of and have the vote of a specified member appointed pursuant to the provisions of clause (a) of sub-paragraph (1) of paragraph 9 in the case of any necessary absence from a meeting of the commission, and notice of appointment shall be given to the secretary of the commission appointed pursuant to paragraph number 13 before the alternate member may vote on any matter before the commission.”

AND THAT the Letters Patent and supplementary Letters Patent of the Capital Regional District be deemed to be further amended accordingly.

IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and the Great Seal of Our said Province to be hereunto affixed.

WITNESS, Colonel, the Honourable Walter S. Owen, Q.C., LL.D., Lieutenant-Governor of Our said Province of British Columbia, in Our City of Victoria, in Our said Province, this 27<sup>th</sup> day of April in the year of Our Lord one thousand nine hundred and seventy-eight and in the twenty-seventh year of Our Reign.

By Command.

Provincial Secretary and  
Minister of Travel Industry.

**Amendment to Saanich Peninsula Water Commission Letters Patent - September 27, 1984  
(Scanned version)**

CANADA

PROVINCE OF BRITISH COLUMBIA

ELIZABETH the SECOND, by the Grace of God, of the United Kingdom, Canada, and Her Other Realms and Territories, Queen, Head of the Commonwealth, Defender of the Faith.

To all to whom these presents shall come -

GREETING	(WHEREAS pursuant to the provisions
	(
	(of section 767 of the Municipal Act,
Bill Ritchie	(
	(the Capital Regional District was
Minister of	(
Municipal Affairs	(incorporated by Letters Patent issued
	(
	(on the 1 <sup>st</sup> day of February, 1966:

AND WHEREAS, Section 767 of the Municipal Act provides inter alia that, in addition to the functions conferred by that Act a regional district has the functions as provided by Letters Patent or Supplementary Letters Patent, and for this purpose the Lieutenant-Governor in Council may, on the recommendation of the Minister, provide in the Letters Patent or Supplementary Letters Patent further objects, powers, obligations, duties, limitations, and conditions for any or all functions requested under that section:

AND WHEREAS by Supplementary Letters Patent issued on the 22<sup>nd</sup> day of December 1976 the Regional Board of the Capital Regional District was granted the function of Division XVII - Water Supply (Saanich Peninsula) with the Corporation of the District of Central Saanich, the District of North Saanich, and the Town of Sidney as participating members:

AND WHEREAS the Regional Board of the Capital Regional District has requested the function of Division XVII - Water Supply (Saanich Peninsula) be amended by changing the formula for the apportionment of annual net cost attributable to this function, including annual debt charges, among participating member municipalities:

AND WHEREAS the provisions of section 767 of the Municipal Act have been duly complied with:

NOW KNOW YE THAT by these presents We do order and proclaim that on, from, and after the date hereof, the following be added to the objects, powers, obligations, duties, limitations, and conditions of the Capital Regional District:

The function of Division XVII - Water Supply (Saanich Peninsula) granted by Supplementary Letters Patent dated December 22, 1976, as amended, be further amended by:

1. Deleting paragraph number 7 in its entirety and substituting therefore the following:

“7. The annual net cost attributable to the function granted by this division, including annual debt charges, shall be apportioned among the member municipalities liable to share such costs on the following basis:

(a) Annual debt charges forming part of the annual net cost shall be reduced by subtracting therefrom the amount to the credit of a reserve fund created pursuant to Capital Regional District Bylaw No. 512 cited as the “Saanich Peninsula Water Supply Debt Reserve Fund Bylaw No. 1, 1978” as of December 31<sup>st</sup> of the immediately preceding year.

(b) The annual net cost as adjusted pursuant to (a) above shall be apportioned:

(i) by an amount equal to 0.115 dollars per thousand dollars on the total hospital assessment for the current year for all member municipalities and apportioned on that basis.

(ii) the balance of the net cost as follows:

1/3 on school assessments for the immediately preceding year within the benefiting specified areas as established by member municipalities for the purpose of water supply;

1/3 on the census population of the member municipalities as certified by the Inspector of Municipalities;

1/3 on the number of water connections in each member municipality as of 31<sup>st</sup> December of the immediately preceding year.”

AND THAT the Letters Patent, as amended, of the Capital Regional District be deemed to be further amended accordingly.

IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and the Great Seal of Our said Province to be hereunto affixed.

WITNESS, the Honourable Robert Gordon Rogers, Lieutenant-Governor of Our said Province of British Columbia, in Our City of Victoria, in Our said Province, this 27<sup>th</sup> day of September in the year of Our Lord one thousand nine hundred and eighty-four and in the thirty-third year of Our Reign.

By Command  
Acting Provincial Secretary and  
Minister of Government Services.

**Amendment to Saanich Peninsula Water Commission Letters Patent - March 19, 1986  
(Scanned version)**

CANADA

PROVINCE OF BRITISH COLUMBIA

ELIZABETH the SECOND, by the Grace of God, of the United Kingdom, Canada, and Her Other Realms and Territories, Queen, Head of the Commonwealth, Defender of the Faith.

To all to whom these presents shall come -

GREETING	(WHEREAS pursuant to the provisions
	(
Bill Ritchie	(of section 767 of the Municipal Act,
	(
Minister of	(the Capital Regional District was
Municipal Affairs	(
	(incorporated by Letters Patent issued
	(
	(on the 1 <sup>st</sup> day of February, 1966:

AND WHEREAS section 767 of the Municipal Act provides, inter alia, that in addition to the functions conferred by that Act, a regional district has the functions as provided by Letters Patent or Supplementary Letters Patent, and for this purpose the Lieutenant-Governor in Council may, on the recommendation of the Minister, provide in the Letters Patent or Supplementary Letters Patent further objects, powers, obligations, duties, limitations and conditions for any or all functions requested under that section:

AND WHEREAS by Supplementary Letters Patent issued on the 22<sup>nd</sup> of December, 1976 the Regional Board of the Capital Regional District was granted the function of Division XVII - Water Supply (Saanich Peninsula):

AND WHEREAS the Regional Board of the Capital Regional District has requested the function of Division XVII - Water Supply (Saanich Peninsula) be amended by empowering the regional district to supply water to the Department of Agriculture of the Government of Canada.

AND WHEREAS the provisions of section 767 of the Municipal Act have been duly complied with:

NOW KNOW YE THAT by these presents We do order and proclaim that on, from and after the date hereof, the following be added to the objects, powers, obligations, duties, limitations, and conditions of the Capital Regional District:

The function of Division XVII - Water Supply (Saanich Peninsula) granted by Supplementary Letters Patent December 22, 1976, as amended, be further amended by:

1. Deleting section 2 in its entirety and substituting therefor the following:
  - “2. The regional district is empowered to purchase water and to acquire, design, construct, reconstruct, purchase, maintain and operate facilities and to acquire all such real property, easements, rights-of-way, licences, rights, or authorities for the purpose of supplying water to The Corporation of the District of Central Saanich, the District of North Saanich, and the Town of Sidney for distribution by those municipalities in conformity with the planning policies contained in the Official Community Plans and Official Regional Plans adopted under the provisions of the Municipal Act and for the purpose of supplying water to the Department of Agriculture of the Government of Canada for distribution within its system and for its use only and not for resale.”
  
2. Deleting section 3 in its entirety and substituting therefor the following:
  - “3. The regional district is empowered by by-law to fix rates and charges for the supply of water to The Corporation of the District of Central Saanich, the District of North Saanich, and the Town of Sidney for distribution only within municipal boundaries except with the consent of the Regional Board, and for the supply of water to the Department of Agriculture of the Government of Canada for distribution within its system and for its use only and not for resale, and the provisions of section 640 of the Municipal Act, mutatis mutandis, apply to the regional district.”

AND THAT the Letters Patent, as amended, of the Capital Regional District be deemed to be further amended accordingly.

IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and the Great Seal of Our said Province to be hereunto affixed.

WITNESS, the Honourable Robert Gordon Rogers, Lieutenant-Governor of Our said Province of British Columbia, in Our City of Victoria, in Our said Province, this 19<sup>th</sup> day of March in the year of Our Lord one thousand nine hundred and eighty-five (stroked out and hand-written six) and in the thirty-fourth (stroked out and hand-written fifth) year of Our Reign.

By Command.

Provincial Secretary and  
Minister of Government Services.

**SAANICH PENINSULA WATER COMMISSION  
LETTERS PATENT**

**(Scanned consolidated version)**

CANADA

PROVINCE OF BRITISH COLUMBIA

ELIZABETH the SECOND, by the Grace of God, of the United Kingdom, Canada, and Her Other Realms and Territories, Queen, Head of the Commonwealth, Defender of the Faith.

To all to whom these presents shall come -

GREETING	(WHEREAS pursuant to the provisions
	(
	(of section 766 of the Municipal Act,
Minister of	(
Municipal Affairs	(the Capital Regional District was
And Housing	(
	(incorporated by Letters Patent issued
	(
	(on the 1 <sup>st</sup> day of February, 1966:

AND WHEREAS pursuant to the provisions of section 29A of the Municipal Act it has been deemed to be desirable and in the public interest that the Brentwood Waterworks District, the Deep Cove Waterworks District and the Sidney Waterworks District, being improvement districts incorporated under the Water Act be dissolved and all of the assets, rights, claims, obligations, liabilities, contracts, agreements, and bylaws of the said Brentwood Waterworks District be transferred to The Corporation of the District of Central Saanich and further that all of the assets, rights, claims, obligations, liabilities, contracts, agreements, and bylaws of the said Deep Cove Waterworks District be transferred to the District of North Saanich and further that all of the assets, rights, claims, obligations, liabilities, contracts, agreements and bylaws of the said Sidney Waterworks District be transferred to the Town of Sidney:

AND WHEREAS it is deemed to be desirable and expedient that the Capital Regional District be granted the function of water supply for the area comprised of the lands within the boundaries of The Corporation of the District of Central Saanich, the District of North Saanich and the Town of Sidney:

NOW KNOW YE THAT, by these presents, We do order and proclaim that the following be added to the objects, powers, obligations, duties, limitations, and conditions of the Capital Regional District:

DIVISION XVII - WATER SUPPLY (SAANICH PENINSULA).

1. Only the member municipalities of The Corporation of the District of Central Saanich, the District of North Saanich and the Town of Sidney participate in this function and share in the cost thereof:
2. The regional district is empowered to purchase water and to acquire, design, construct, reconstruct, purchase, maintain and operate facilities and to acquire all such real property, easements, rights-of-way, licences, rights, or authorities for the purpose of supplying water to The Corporation of the District of Central Saanich, the District of North Saanich, and the Town of Sidney for distribution by those municipalities in conformity with the planning policies contained in the Official Community Plans and Official Regional Plans adopted under the provisions of the Municipal Act and for the purpose of supplying water to the Department of Agriculture of the Government of Canada for distribution within its system and for its use only and not for resale.

**[Section 2 amended March 19, 1986.)**

3. The regional district is empowered by by-law to fix rates and charges for the supply of water to The Corporation of the District of Central Saanich, the District of North Saanich, and the Town of Sidney for distribution only within municipal boundaries except with the consent of the Regional Board, and for the supply of water to the Department of Agriculture of the Government of Canada for distribution within its system and for its use only and not for resale, and the provisions of section 640 of the Municipal Act, mutatis mutandis, apply to the regional district.

**[Section 3 amended March 19, 1986.)**

4. For the purpose of this function all assets, rights, claims, obligations, liabilities, contracts and agreements of the participating member municipalities with respect to water supply only, including those formerly held by the Brentwood Waterworks District, the Deep Cove Waterworks District and the Sidney Waterworks District, are hereby transferred to the regional district in trust for the use and enjoyment and fulfillment by the participating member municipalities, provided, however, that the transfer of real property together with any improvements thereon may at the discretion of the municipality be by lease to the regional district for water supply purposes. Any initial lease entered into in accordance with the provisions of this paragraph shall be at a nominal rental of \$1.00 (one dollar) per annum and the term shall not exceed ten years and it shall be renewable upon such terms agreeable to the owner municipality and the regional district, provided however in the event of a dispute between the two parties relative to cite renewal of the lease any issue in dispute shall be referred to the Comptroller of Water Rights whose decision shall be binding upon both parties.

5. For the purpose of this function bylaws of the participating member municipalities, including those of the former Brentwood Waterworks District, the Deep Cove Waterworks District and the Sidney Waterworks District, shall be deemed to be bylaws of the regional district where such bylaws or parts thereof relate to water supply, and the said bylaws or applicable parts thereof, as the case may be, shall be administered by the regional district and be amended or repealed by the Regional Board on the advice of the Saanich Peninsula Water Commission herein provided for.
6. For the year 1977 only, that part of the annual budget of the regional district which includes provision for the function granted by this Division shall, before coming into force and effect, be approved by the Inspector of Municipalities.
7. The annual net cost attributable to the function granted by this division, including annual debt charges, shall be apportioned among the member municipalities liable to share such costs on the following basis:
  - (a) Annual debt charges forming part of the annual net cost shall be reduced by subtracting therefrom the amount to the credit of a reserve fund created pursuant to Capital Regional District Bylaw No. 512 cited as the "Saanich Peninsula Water Supply Debt Reserve Fund Bylaw No. 1, 1978" as of December 31<sup>st</sup> of the immediately preceding year.
  - (b) The annual net cost as adjusted pursuant to (a) above shall be apportioned:
    - (i) by an amount equal to 0.115 dollars per thousand dollars on the total hospital assessment for the current year for all member municipalities and apportioned on that basis.
    - (ii) the balance of the net cost as follows:
 

1/3 on school assessments for the immediately preceding year within the benefiting specified areas as established by member municipalities for the purpose of water supply;

1/3 on the census population of the member municipalities as certified by the Inspector of Municipalities;

1/3 on the number of water connections in each member municipality as of 31<sup>st</sup> December of the immediately preceding year.

**[Section 7 amended September 27, 1984.]**

8. For the purposes of subsection (7) of section 786 of the Municipal Act, the Inspector of Municipalities may establish the amount of debt that may be incurred for this function.

9. There is hereby established a Saanich Peninsula Water Commission which shall consist of eleven members as follows:
- (1) (a) three members, one each appointed annually from and by the Council of The Corporation of the District of Central Saanich, the District of North Saanich and the Town of Sidney, respectively;
  - (b) three members, one each appointed on or before the 31<sup>st</sup> day of December, 1976, from and by the Board of Trustees of the Brentwood Waterworks District, the Deep Cove Waterworks District, and the Sidney Waterworks District respectively, each of whom shall hold office for a period of three years; and thereafter their successors, respectively, shall be appointed annually by the Councils of the Corporation of the District of Central Saanich, the District of North Saanich and the Town of Sidney.
  - (c) those members of the Council of The Corporation of the District of Central Saanich, the District of North Saanich and the Town of Sidney, who are Directors of the Regional Board of the Capital Regional District;
  - (d) two members appointed annually by the Regional Board of the Capital Regional District, each of whom shall be a resident of one of the participating municipalities but a person other than a member of the Board or of the Councils of The Corporation of the District of Central Saanich, the District of North Saanich or the Town of Sidney.
- (2) the Saanich Peninsula Water Commission shall, at its first meeting in each year, appoint a Chairman and a Vice-Chairman from and by the members thereof to hold office for that year or until a successor is appointed;
  - (3) should a member of the Commission appointed under sub-paragraph (1)(b) hereof resign, or for some other reason vacate or cease to hold office, the Minister of Municipal Affairs and Housing shall appoint a successor, provided however, that this provision shall cease to operate beyond the year 1979.
  - (4) There shall also be appointed annually from and by the Councils of The Corporation of the District of Central Saanich, the District of North Saanich, and the Town of Sidney respectively an alternate member who shall take the place of and have the vote of a specified member appointed pursuant to the provisions of clause (a) of sub-paragraph (1) of paragraph 9 in the case of any necessary absence from a meeting of the commission, and notice of appointment shall be given to the secretary of the commission appointed pursuant to paragraph number 13 before the alternate member may vote on any matter before the commission.

**[Subsection (4) added in amendment of April 27, 1978.]**

10. It shall be the duty of the Saanich Peninsula Water Commission to:
  - (1) advise the Regional Board on water supply matters on its own initiative or where such matters are referred to it be the Regional Board or the Council of a participating member municipality.
  - (2) act as liaison between the Regional Board and the member municipalities.
11. The Regional Board may, by bylaw, delegate such administrative powers to the Saanich Peninsula Water Commission as may be deemed expedient.
12. All matters concerned with the function or water supply granted by this Division, requiring legislative action by the Regional Board shall be referred to the Saanich Peninsula Water Commission at least thirty days before being acted upon by the Regional Board.
13. The Regional Board shall appoint a Secretary who shall be responsible for the preparation, maintenance and safe preservation of the minute books and other records of the transactions and other business of the Commission.
14. The Minutes and reports of the Saanich Peninsula Water Commission shall be submitted to the Regional Board and to the participating member municipalities.

AND THAT the Letters Patent of the Capital Regional District be deemed to be amended so as to conform to the premises as and from the date, of these supplementary Letters Patent.

IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and the Great Seal of Our said Province to be hereunto affixed.

WITNESS, Colonel, the Honourable Walter S. Owen, Q.C., LL.D., Lieutenant- Governor of Our said Province of British Columbia, in Our City of Victoria, in Our said Province, this 22<sup>nd</sup> day of December in the year of Our Lord one thousand nine hundred and seventy-six and in the twenty-fifth year of Our Reign.

By Command.

D. Phillips  
Acting Provincial Secretary and  
Minister of Travel Industry.



## Capital Regional District

### **HOTSHEET AND ACTION LIST**

### Juan de Fuca Water Distribution Commission

Tuesday, January 9, 2024

12 PM

Goldstream Meeting Room  
479 Island Highway  
Victoria, BC

The following is a quick snapshot of the FINAL Juan de Fuca Water Distribution 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

That the minutes of the October 3, 2023 meeting be adopted.

**CARRIED**

#### 7. COMMISSION BUSINESS

##### **THE FOLLOWING REPORTS WERE RECEIVED FOR INFORMATION**

- 7.1 Juan de Fuca 2023 Annual Operational Update
- 7.2 Summary of Recommendations from other Water Commissions
- 7.3 Water Watch Report

#### **Actions:**

- Staff to circulate the proposed 2024 JWDC workplan.
- Staff to include consideration of emerging Provincial policy requirements, related to Housing and Emergency Management, and the implications they may have on water supply and distribution. Include consideration in future staff reports coming forward to the Commission.
- Staff to consider inviting Commissioners out to an information and demonstration session related to infrastructure in the Juan de Fuca are (eg. VGH valve chamber).



## Capital Regional District

### HOTSHEET AND ACTION LIST

### Regional Water Supply Commission

Wednesday, October 18, 2023

11:30 AM

6<sup>th</sup> Floor Boardroom  
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

That the minutes of the July 19, 2023 meeting be adopted.

**CARRIED**

#### 7. COMMISSION BUSINESS

##### 7.1 Service Planning 2024 – Water Community Need Summary

**Recommendation:** The Regional Water Supply Commission recommends the Committee of the Whole recommend to the Capital Regional District Board:  
That Appendix A, Community Need Summary – Water, be approved as presented and form the basis of the 2024-2028 Financial Plan.

**CARRIED**

##### 7.2 Regional Water Supply 2024 Capital & Operating Budget

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

1. Approve the 2024 Operating and Capital Budget and the Five Year Capital Plan;
2. Approve the 2024 wholesale water rate of \$0.8094 per cubic metre;
3. Approve the 2024 agricultural water rate of \$0.2105 per cubic metre;
4. Direct staff to balance the 2023 actual revenue and expense on the transfer to the water capital fund;
5. Direct staff to update carry forward balances in the 2024 Capital Budget for changes after year end; and
6. Direct staff to amend the Water Rates Bylaw accordingly.

**CARRIED**

### 7.3 Greater Victoria Water Supply Area Land Acquisition Reserve Fund Update

Item 7.3 was postponed to the next meeting.

#### The following reports were received for information

7.4 Summary of Recommendations from the Water Advisory Committee

7.5 Summary of Recommendations from Other Water Commissions

7.6 Water Watch Report

### 8. MOTION(S) WITH NOTICE

#### 8.1 Placement of Post Disaster Water Supply Drop Kits in Relevant Fire Halls

Item 8.1 was postponed to the next meeting.

## CAPITAL REGIONAL DISTRICT - INTEGRATED WATER SERVICES

### Water Watch

Issued January 08, 2024

**Water Supply System Summary:**

**1. Useable Volume in Storage:**

Reservoir	January 31 5 Year Ave		January 31/23		January 7/24		% Existing Full Storage
	ML	MIG	ML	MIG	ML	MIG	
Sooke	91,130	20,049	84,744	18,644	78,012	17,163	84.1%
Goldstream	8,533	1,877	9,825	2,162	9,750	2,145	98.3%
<b>Total</b>	<b>99,663</b>	<b>21,926</b>	<b>94,569</b>	<b>20,805</b>	<b>87,762</b>	<b>19,308</b>	<b>85.5%</b>

**2. Average Daily Demand:**

For the month of January	99.0 MLD	21.77 MIGD
For week ending January 07, 2024	99.0 MLD	21.78 MIGD
Max. day January 2024, to date:	101.6 MLD	22.35 MIGD

**3. Average 5 Year Daily Demand for January**

Average (2019 - 2023)	101.4 MLD <sup>1</sup>	22.32 MIGD <sup>2</sup>
-----------------------	------------------------	-------------------------

<sup>1</sup>MLD = Million Litres Per Day      <sup>2</sup>MIGD = Million Imperial Gallons Per Day

**4. Rainfall January:**

Average (1914 - 2023):	272.8 mm
Actual Rainfall to Date	46.6 mm (17% of monthly average)

**5. Rainfall: Sep 1- Jan 7**

Average (1914 - 2023):	855.6 mm
2023/2024	685.1 mm (80% 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](http://www.crd.bc.ca/water) for more information.

If you require further information, please contact:

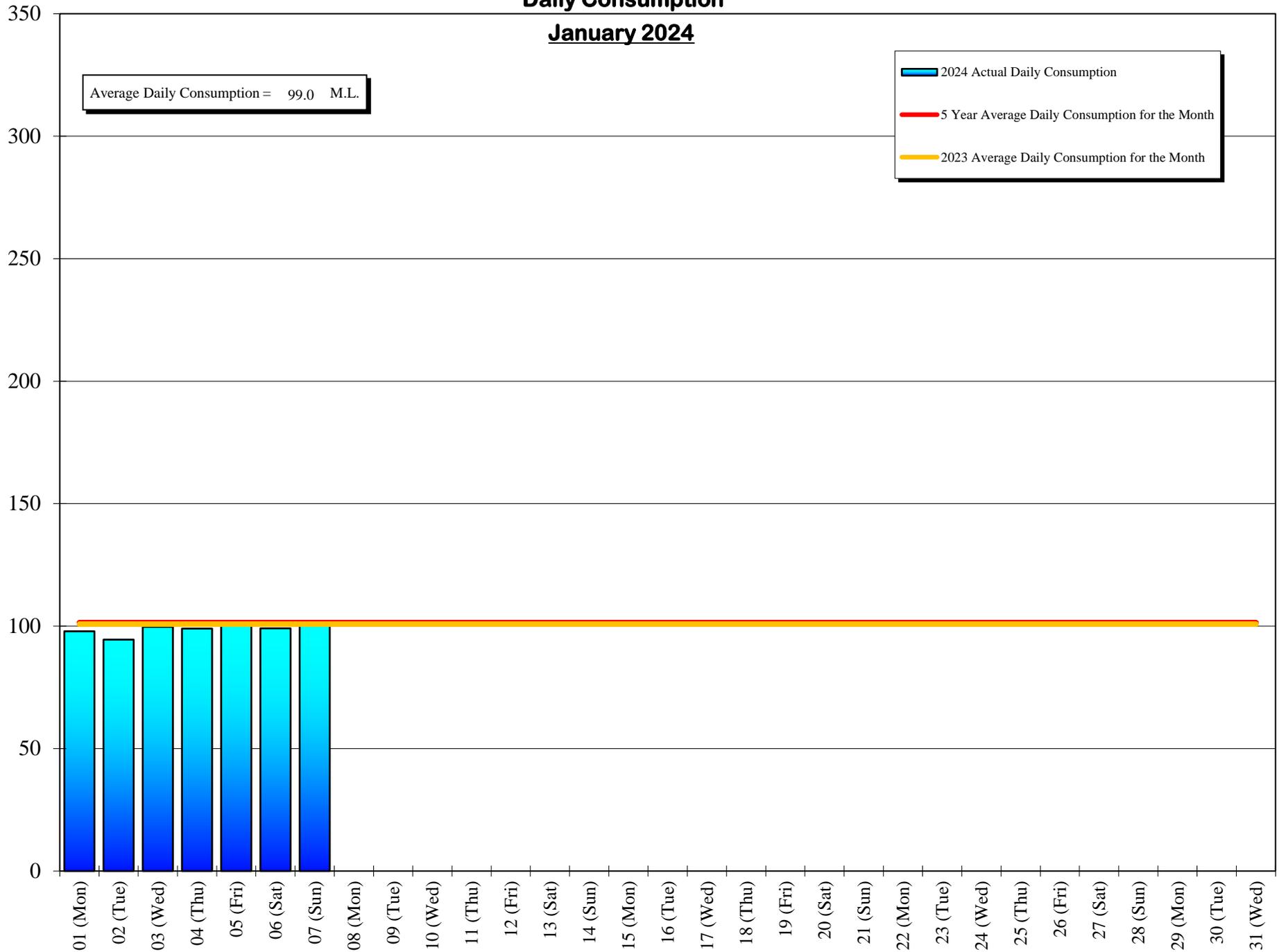
Alicia Fraser, P. Eng.  
 General Manager, CRD - Integrated Water Services  
 or  
 Glenn Harris, Ph D., RPBio  
 Senior Manager - Environmental Protection

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

### Daily Consumption

January 2024

Consumption (Million Litres)



Day

## Daily Consumptions: - January 2024

Date	Total Consumption		Air Temperature @ Japan Gulch		Weather Conditions	Precipitation @ Sooke Res.: 12:00am to 12:00am			
	(ML) <sup>1</sup>	(MIG) <sup>2</sup>	High (°C)	Low (°C)		Rainfall (mm)	Snowfall <sup>3</sup> (mm)	Total Precip.	
01 (Mon)	97.9		21.5	7	4	Cloudy / P. Sunny	0.0	0.0	0.0
02 (Tue)	94.5	<=Min	20.8	7	4	Cloudy / Showers	1.5	0.0	1.5
03 (Wed)	99.7		21.9	8	5	Cloudy / Showers	0.5	0.0	0.5
04 (Thu)	99.0		21.8	8	4	Sunny / P. Cloudy / Showers	3.5	0.0	3.5
05 (Fri)	101.0		22.2	7	3	Cloudy / Rain	38.6	0.0	38.6
06 (Sat)	99.1		21.8	5	0	Sunny / P. Cloudy / Showers	2.5	0.0	2.5
07 (Sun)	101.6	<=Max	22.3	4	0	Cloudy / P. Sunny	0.0	0.0	0.0
08 (Mon)									
09 (Tue)									
10 (Wed)									
11 (Thu)									
12 (Fri)									
13 (Sat)									
14 (Sun)									
15 (Mon)									
16 (Tue)									
17 (Wed)									
18 (Thu)									
19 (Fri)									
20 (Sat)									
21 (Sun)									
22 (Mon)									
23 (Tue)									
24 (Wed)									
25 (Thu)									
26 (Fri)									
27 (Sat)									
28 (Sun)									
29 (Mon)									
30 (Tue)									
31 (Wed)									
<b>TOTAL</b>	692.8 ML	152.41 MIG					46.6	0	46.6
<b>MAX</b>	101.6	22.35	8	5			38.6	0	38.6
<b>AVG</b>	99.0	21.77	6.6	2.9			6.7	0	6.7
<b>MIN</b>	94.5	20.78	4	0			0.0	0	0.0

1. ML = Million Litres

2. MIG = Million Imperial Gallons

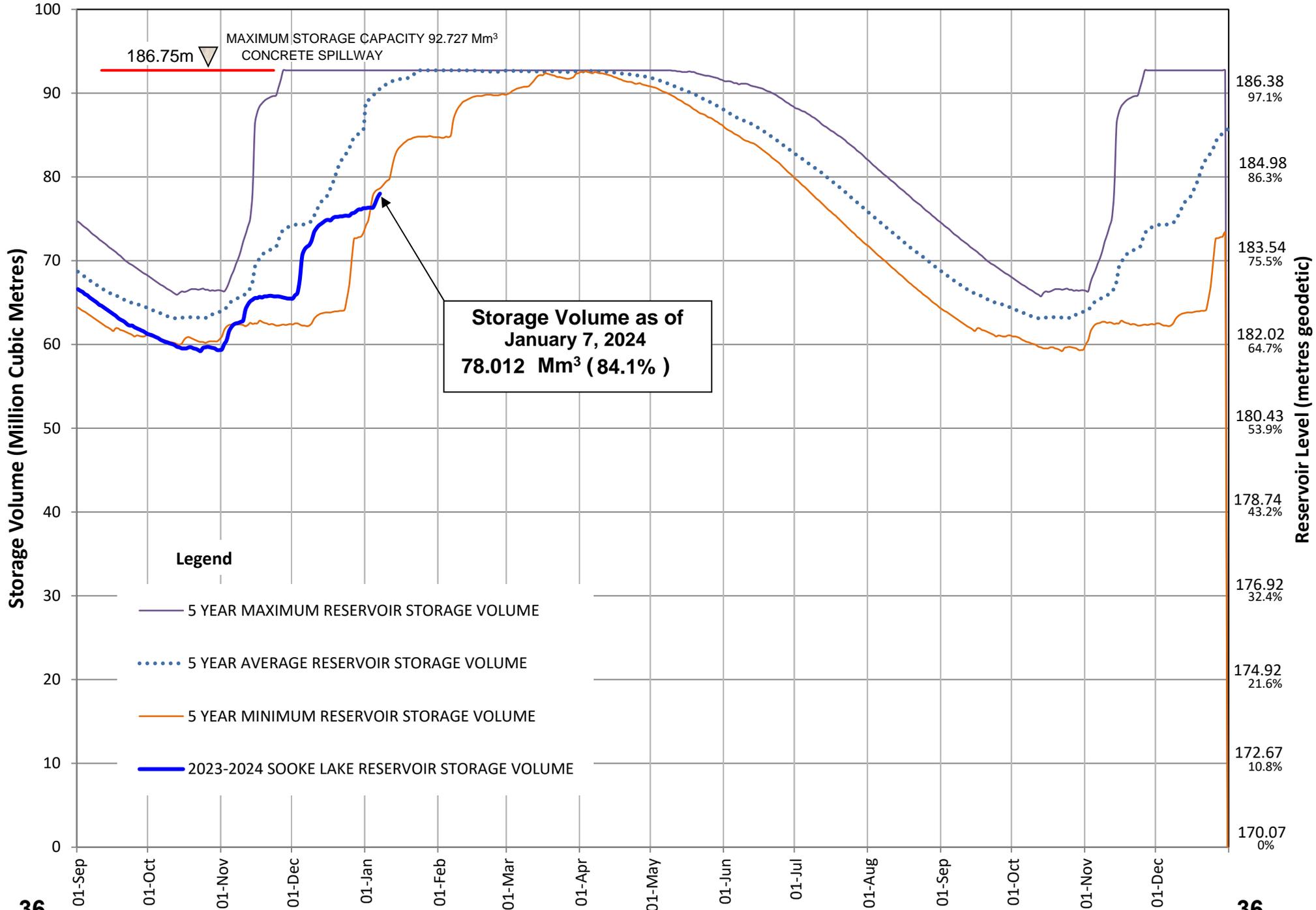
3. 10% of snow depth applied to rainfall figures for snow to water equivalent.

Average Rainfall for January (1914-2023)	272.8 mm
Actual Rainfall: January	46.6 mm
% of Average	17%
Average Rainfall (1914-2023): Sept 01 - Jan 07	855.6 mm
Actual Rainfall (2023/24): Sept 01 - Jan 07	685.1 mm
% of Average	80%

Number days with precip. 0.2 or more
5

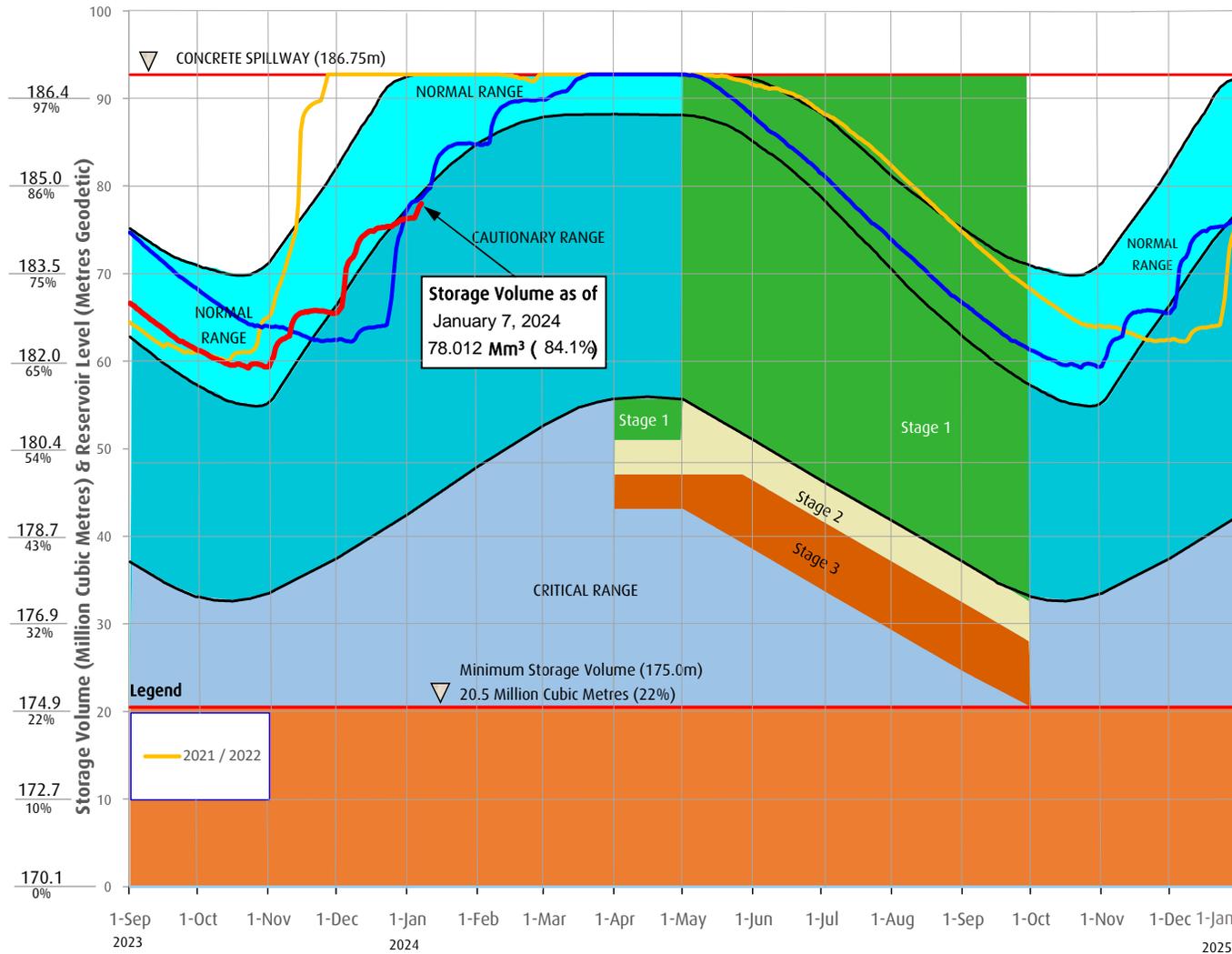
Water spilled at Sooke Reservoir to date (since Sept. 1) = 0.00 Billion Imperial Gallons  
 = 0.00 Billion Litres

# 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](http://www.crd.bc.ca/drinkingwater)



Useable Reservoir Volumes in Storage for January 07, 2024

