



Notice of Meeting and Meeting Agenda Regional Water Supply Commission

Wednesday, November 20, 2024

11:30 AM

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

MEMBERS:

G. Baird (Chair); K. Harper (Vice Chair); J. Caradonna; N. Chambers; C. Coleman;
Z. de Vries; S. Duncan; C. Graham; S. Gray; C. Green; K. Guiry; S. Hammond;
K. Jordison; S. Kim; D. Lajeunesse; T. Morrison; T. Phelps Bondaroff; J. Rogers;
C. Stock; M. Wagner; M. Westhaver; A. Wickheim

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

3.1. [24-1201](#) Adoption of the Minutes of the October 16, 2024 Meeting

Recommendation: That the minutes of the October 16, 2024 Regional Water Supply Commission meeting be adopted.

Attachments: [Draft Minutes: October 16, 2024](#)

4. CHAIR'S REMARKS

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.1.1. [24-1203](#) Saanich Peninsula Water Commission Amalgamation Study - Dan Huang, Connections Planning Associates

Recommendation: There is no recommendation. The presentation is for information only.

Attachments: [Presentation: Saanich Peninsula Water Commission Amalgamation Study](#)

5.2. Delegations

5.2.1. [24-1243](#) Delegation - Mehdi Najari, member of the public: Re: Agenda Item 8.1 Regional Water Supply Development Cost Charges Waivers or Reductions

- 5.2.2. [24-1244](#) Delegation - Bev Highton, representing the Grumpy Taxpayers of Greater Victoria: Re: Agenda Item 8.2 Regional Water Supply Strategic Plan - Community Input (Phase 1) Engagement Summary
- 5.2.3. [24-1245](#) Delegation - Kathy Whitcher, representing the Development Industry: Re: Agenda Item 8.2 Regional Water Supply Strategic Plan - Community Input (Phase I) Engagement Summary

6. GENERAL MANAGER'S REPORT

7. CONSENT AGENDA

- 7.1. [24-1205](#) Summary of Recommendations from Other Water Commissions

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

Attachments: [Summary of Recommendations](#)

- 7.2. [24-1192](#) Water Watch Report

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

Attachments: [Water Watch Report](#)

8. COMMISSION BUSINESS

- 8.1. [24-1202](#) Regional Water Supply Development Cost Charges Waivers or Reductions Options

Recommendation: 1. That, subject to Regional Water Supply Commission approval of the Regional Water Supply Development Cost Charges Bylaw, staff be directed to develop a waivers or reductions program and make the necessary amendments to the 2025-2029 financial plan.

2. That, once funding is in place, staff be directed to proceed with the development of a waivers or reductions bylaw, or grant-in-aid policy for the Regional Water Supply Development Cost Charges program.

Attachments: [Staff Report: RWS DCC Waivers or Reductions Options](#)

[Appendix A: USL Memorandum](#)

- 8.2. [24-1194](#) Regional Water Supply Strategic Plan - Community Input (Phase 1) Engagement Summary

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

Attachments: [Staff Report: RWS Strategic Plan-Community Input \(Phase 1\) Engagement Sum](#)

[Appendix A: What We Heard Report](#)

8.3. [24-1200](#) Bylaw No. 4652, Water Advisory Committee Bylaw Amendment

Recommendation: That the Regional Water Supply Commission recommend to the Capital Regional District Board:

- a) That Bylaw No. 4652 cited as "Water Advisory Committee Bylaw No. 1, 1997, Amendment Bylaw No. 1, 2024", be introduced and read a first, second, and a third time.
- b) That Bylaw No. 4652 be adopted.
- c) That, upon adoption of Bylaw No. 4652, the revised Water Advisory Committee Terms of Reference be approved for 2025.

Attachments: [Staff Report: Bylaw No. 4652, Water Advisory Committee Bylaw Amendment](#)
 [Appendix A: Bylaw No. 2541](#)
 [Appendix B: Amendment Bylaw No. 4652](#)
 [Appendix C: Bylaw No. 2541, Unofficial Redlined Consolidation](#)
 [Appendix D: Water Advisory Committee Terms of Reference - Current](#)
 [Appendix E: Updated Water Advisory Committee Terms of Reference, Redlined](#)
 [Appendix F: Updated Committee Terms of Reference - Clean Version](#)

8.4. [24-1191](#) Capital Project - Field Operations Centre Building

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

Attachments: [Staff Report: Capital Project - Field Operations Centre Building](#)
 [Appendix A: Conceptual Draft building siting, 3D rendering, and floorplans](#)

8.5. [24-1196](#) 2024 Public Education Summary - Greater Victoria Water Supply Area

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

Attachments: [Staff Report: 2024 Public Education Summary](#)
 [Appendix A: Black Press Article \(June 5, 2024\)](#)
 [Appendix B: Times Colonist Article \(July 7, 2024\)](#)

9. NOTICE(S) OF MOTION**10. NEW BUSINESS****12. ADJOURNMENT**

Meeting Minutes

Regional Water Supply Commission

Wednesday, October 16, 2024

11:30 AM

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

PRESENT:

G. Baird (Chair); K. Harper (Vice Chair); J. Caradonna; C. Coleman; Z. de Vries;
S. Duncan (EP); C. Graham (EP); S. Gray; C. Green; K. Guiry; S. Hammond (EP);
K. Jordison (EP); S. Kim; T. Morrison (EP); K. Pearson (for D. Lajeunesse);
T. Phelps Bondaroff; J. Rogers; C. Stock; M. Wagner; M. Westhaver (EP); A. Wickheim (EP)

STAFF:

T. Robbins, CAO; A. Fraser, General Manager, Integrated Water Services;
A. Constabel, Senior Manager, Watershed Protection; G. Harris, Senior Manager,
Environmental Protection; S. Irg, Senior Manager, Water Infrastructure Operations;
J. Kelly, Manager, Capital Projects; D. Gosper, Manager, Dam Safety;
L. Westinghouse, Manager, Revenue, Financial Services; J. Zimmerman,
Communications Coordinator; D. Dionne, Manager, Business Support Services;
M. Risvold (recorder)

REGRETS: N. Chambers

EP = Electronic Participation

The meeting was called to order at 11:30 am

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided a Territorial Acknowledgement.

2. APPROVAL OF THE AGENDA

MOVED by Commissioner Coleman and **SECONDED** by Commissioner Wagner,
That the agenda be approved as circulated.
CARRIED

3. ADOPTION OF MINUTES

3.1. Adoption of the Minutes of the September 25, 2024 Meeting

Attachments: [Draft Minutes: September 25, 2024](#)

MOVED by Commissioner Stock and **SECONDED** by Commissioner Green,
That the Minutes of the September 25, 2024 meeting be adopted.
CARRIED

4. CHAIR'S REMARKS

The Chair thanked the Commission and staff for their hard work this summer.

5. PRESENTATIONS/DELEGATIONS

There were none.

6. GENERAL MANAGER'S REPORT

A. Fraser provided an update on the public engagement portion of the strategic plan.

S. Irg provided an update on the break and repair of watermain 15.

Commissioner Pearson thanked staff on behalf of the Mayor and Council at the District of Sooke for their response and repair of watermain 15.

Staff responded to questions regarding:

- Studies and research taking place to help prepare for emergency events.
- Premature failure and aging of assets.

7. CONSENT AGENDA

MOVED by Commissioner Phelps Bondaroff, **SECONDED** by Commissioner Kim That the consent agenda items 7.1. through 7.2. be approved.
CARRIED

7.1. Summary of Recommendations from Other Water Commissions

Attachments: [Summary of Recommendations from Other Water Commissions](#)

This report was received for information.

7.2. Water Watch Report

Attachments: [Water Watch Report](#)

This report was received for information.

8. COMMISSION BUSINESS

8.1. Regional Water Supply Service 2025 Operating and Capital Budget

Attachments: [Staff Report: RWS 2025 Operating and Capital Budget](#)
[Presentation: RWS 2025 Budget Review](#)
[Appendix A: 2025 RWS Service Budget](#)
[Appendix B: Long Term Debt Obligations Summary](#)
[Appendix C: Agricultural Water Volumes and Rate Payments for 2011-2023](#)
[Appendix D: Wholesale Water Rate History and Projection](#)
[Appendix E: 2025 Initiative Business Case Summary](#)

A. Fraser spoke to item 8.1.

Discussion ensued regarding:

- Allocation of projects
- Current water rates and taking on more debt
- DCC impacts to the 2025 budget
- Potential grants
- Insurance cost increases
- Increasing water rates across North America
- Water related emergencies experienced in 2024
- Board expectations

**MOVED by Commissioner Rogers and SECONDED by Commissioner Wagner,
That 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

8.2. Water Quality Summary Report for Greater Victoria Drinking Water System
- May to August 2024

Attachments: [Staff Report: Water Quality Summary Report for GVDWS - May to August 2024](#)
[Appendix A: Water Quality Summary Report for GVDWS - May to August 2024](#)

G. Harris spoke to item 8.2.

Staff responded to questions regarding:

- The deep northern intake
- The 10-year water quality average
- Algal growth and filtration

8.3. Dam Safety Program Update

Attachments: [Staff Report: Dam Safety Program Update](#)
[Appendix A: CRD Managed Dams Map](#)
[Appendix B: Summary of RWS Dams](#)
[Appendix C: Application of the Dam Safety Regulation](#)
[Appendix D: Dam Failure Consequence Classification](#)
[Appendix E: Dam Safety Program – Major Project Descriptions](#)

A. Fraser spoke to item 8.3.

Staff responded to questions regarding:

- Seismic activities
- If current dam inspections include inspecting the integrity of the concrete
- The potential for an early warning system downstream
- The future of Charters River Dam

8.4. Greater Victoria Water Supply Area 2024 Wildfire Management Update

Attachments: [Staff Report: GVWSA 2024 Wildfire Management Update](#)
[Appendix A: 2024 Wildfire Management Activity Photos](#)
[Appendix B: Wildfire Management Map](#)
[Appendix C: Letter from CRD Board Chair](#)

A. Constabel spoke to item 8.4.

Staff responded to questions regarding:

- If proactive water dropping during dry seasons is an option
- If there is the ability for waterline connections to fight fire

9. NOTICE(S) OF MOTION

There were none.

10. NEW BUSINESS

There was no new business.

11. ADJOURNMENT

MOVED by Commissioner Gray, **SECONDED** by Commissioner Coleman,
That the meeting be adjourned at 1:12 pm.
CARRIED

CHAIR

SECRETARY

DRAFT

Saanich Peninsula Water Commission Amalgamation Study

Presentation to Regional Water
Supply Commission

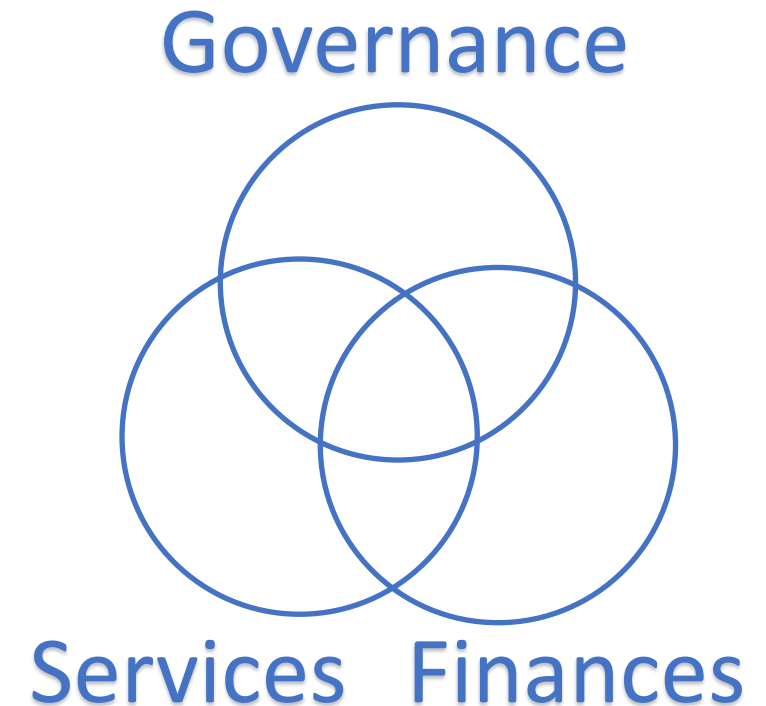
November 20, 2024



Source: seasidemagazine.ca

Outline

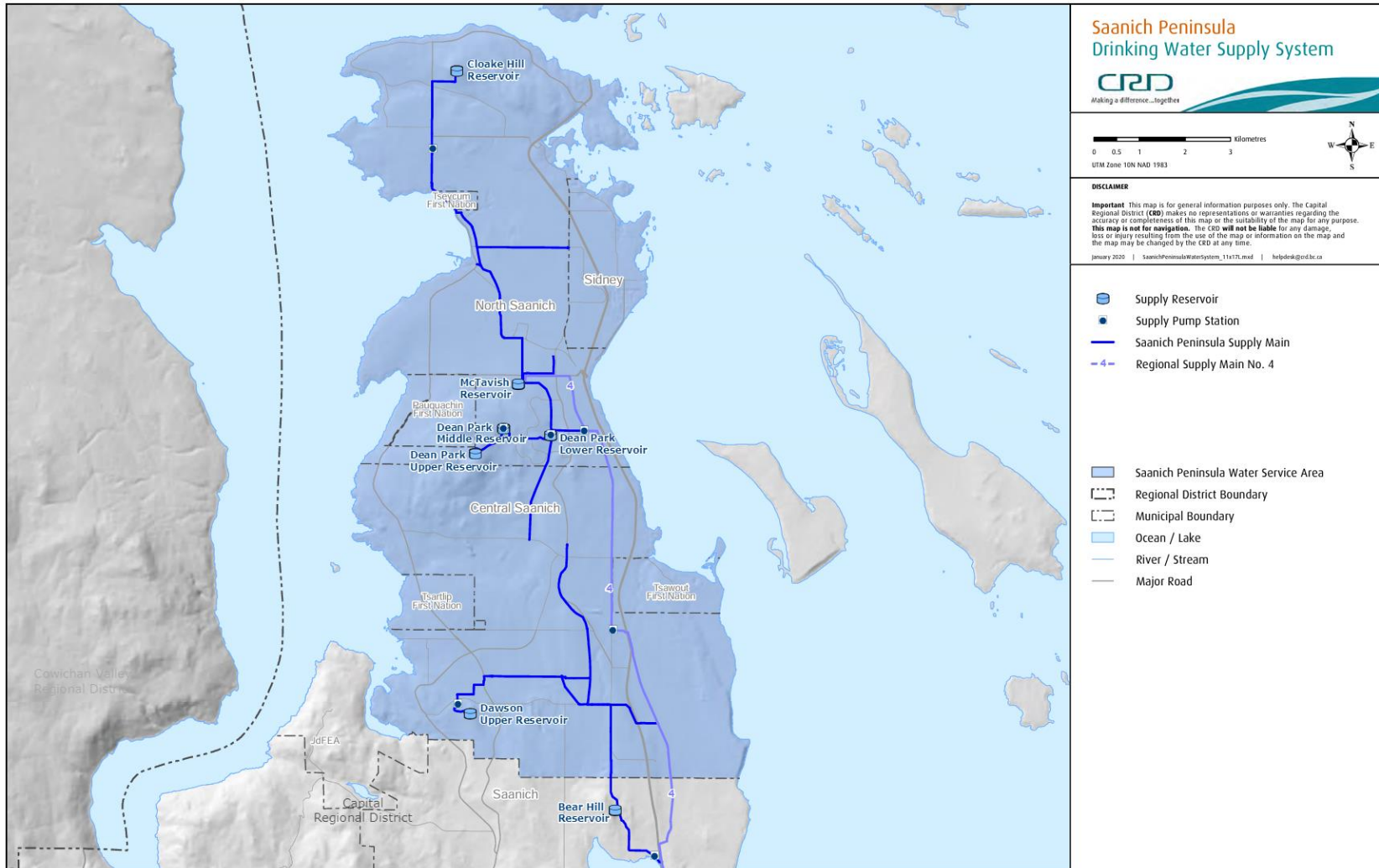
- Introductions
 - Dan Huang, RPP, MCIP – Principal, Connections Planning
- Background / Study Scope
- High Level Overview
 - Services / Water System
 - Finances
 - Governance
- Initial Analysis and Observations
- Next Steps
- Questions / Discussion



Background / Scope

- 1976 – Saanich Peninsula Water Commission established by letters patent (dissolution of 3 improvement districts) as a sub-regional service, to provide potable water supply to Sidney, North Saanich and Central Saanich
- 1997 – Regional Water System established for the capital region through provincial legislation, transferring assets, liabilities, management to CRD
- Saanich Peninsula water system is connected seamlessly to Regional Water system – it essentially purchases bulk water from Regional system and sells it to the 3 municipal partners for distribution to residents and ratepayers
- Scope of study is to review the pros and cons, and other considerations of the potential amalgamation of Saanich Peninsula water into the Regional Water system.

Services / Water System Overview



- 35km watermains
- 6 storage reservoirs
- 6 pumping stations
- 13 pressure control stations

Services / Water System Overview

- 2024 Total Operating Expenditures = ~\$7.9M, of which ~\$2.7M (34%) were for base operating and capital expenditures, and debt financing
- San Pen essentially operates as an extension of the Regional Supply water system (except for storage capacity)
- 2024 Capital Works program = ~\$11M, Five-Year Capital program = \$~22M
- Majority of capital program is for the Bear Hill Transmission Main (~\$14.7M) and other renewal and resiliency works
- Capital works servicing the Saanich Peninsula have regional benefits (e.g. Bear Hill) and vice versa.

Financial Overview

- SPWC purchases bulk water from Regional Water at \$0.8094 / m³ and then re-sells it to the 3 municipalities at \$1.1978 per m³ (wholesale rate)
- Difference in wholesale and bulk water rate (approx. **\$0.39 per m³**) is the main financial consideration for the 3 partners to consider amalgamation
- Capital Reserves = ~\$7.6M, of which \$2.1M in DCC reserves to remain within Saanich Peninsula DCC water boundary
- Capital Debt = \$12.9M MFA debenture for 5-year capital projects (e.g. Bear Hill)
- Asset Retirement Obligation (ARO) – as per PSAB 3280, long term disposal requirements for Asbestos Cement (AC) watermain replacement

Governance Overview

- Saanich Peninsula Water Commission (SPWC) consists of 11 appointed members, including elected officials and community representatives
- Regional Water Supply Commission (RWSC) is comprised of 22 members, all elected officials from their respective communities
- Water Advisory Committee is a public advisory committee comprised of technical and community representatives
- Amalgamation would see the SPWC fold into the RWSC, with potential size to be determined (likely the same due to current San Pen representation)
- Non-elected representation currently on SPWC would be lost, could be added to Regional Water Advisory Committee

Initial Analysis and Observations

- There are mutual servicing and operational benefits between Saanich Peninsula and Regional water systems
- Currently working with IWS staff to determine potential operational and/or administrative efficiencies due to amalgamation
- Amalgamation will provide potential additional funding for 3 municipal partners, based on the current difference between the bulk water rate and wholesale rate
- Ensure that identified 5-year capital projects for Saanich Peninsula maintain the same priority within a larger Regional Water capital program
- Future decision-making would be addressed at a more regional level – perceived loss of local control vs. one region / one water supply system

Next Steps

- Continue to work with CRD staff to refine operations, administration, finance and governance considerations – Nov 2024
- Prepare Draft Report – Dec 2024
- Present to Saanich Peninsula Water Commission and Regional Water Supply Commission – Jan/Feb 2025

Questions? / Discussion?

Saanich Peninsula Water Commission Amalgamation Study

Presentation to Regional Water
Supply Commission

November 20, 2024



Thank you!



Source: seasidemagazine.ca



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 12, 2024

Water Supply System Summary:

1. Useable Volume in Storage:

Reservoir	November 30 5 Year Ave		November 30/23		November 10/24		% Existing Full Storage
	ML	MIG	ML	MIG	ML	MIG	
Sooke	72,975	16,055	65,479	14,405	64,026	14,086	69.0%
Goldstream	7,732	1,701	7,835	1,724	9,301	2,046	93.8%
Total	80,707	17,755	73,314	16,129	73,327	16,132	71.4%

2. Average Daily Demand:

For the month of November	106.3 MLD	23.38 MIGD
For week ending November 10, 2024	105.6 MLD	23.23 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	67.7 mm (26% of monthly average)

5. Rainfall: Sep 1- Nov 10

Average (1914 - 2023):	311.8 mm
2023/2024	382.2 mm (123% 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.

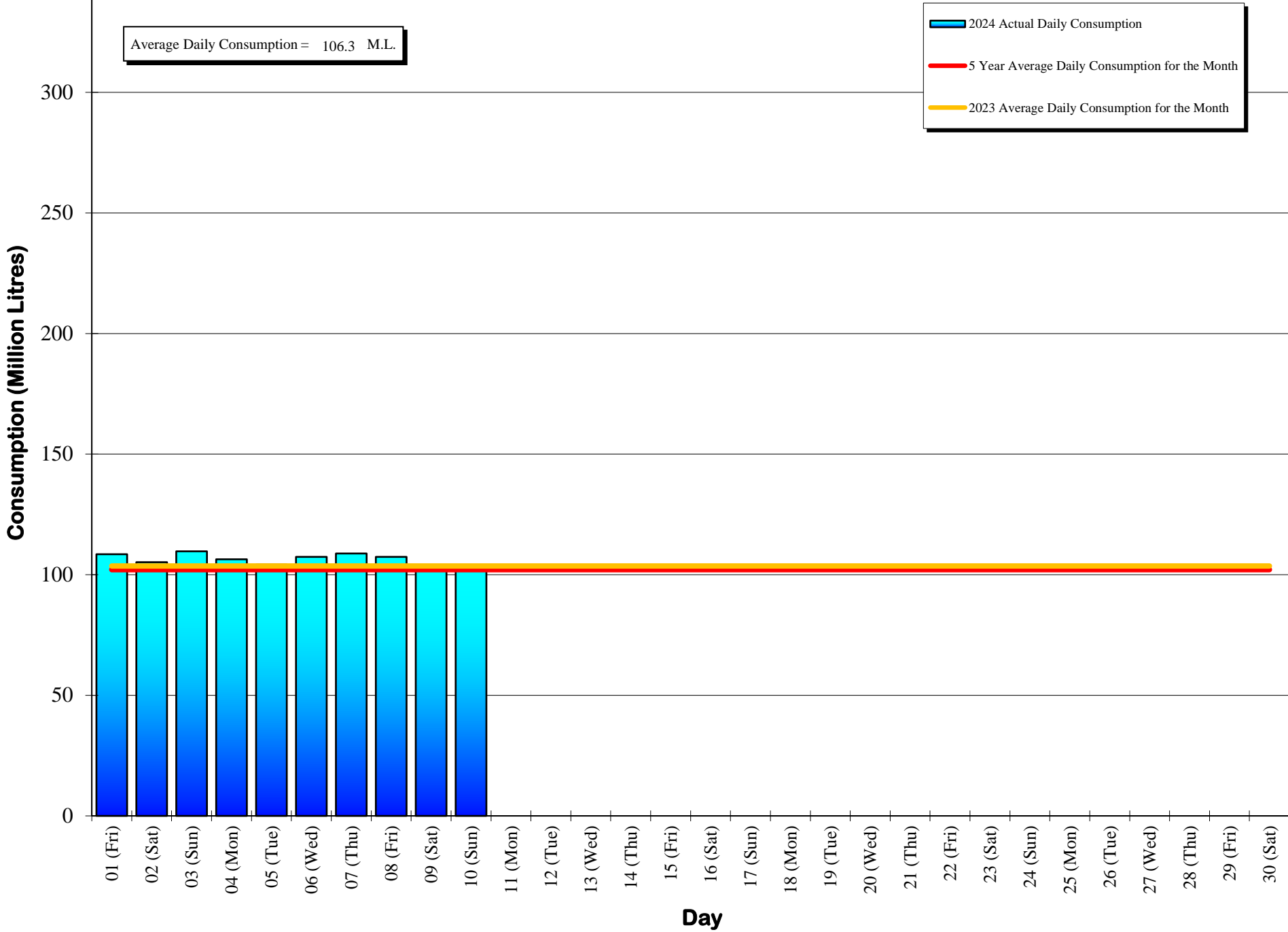
If you require further information, please contact:

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	23.6
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	13.7
11 (Mon)									
12 (Tue)									
13 (Wed)									
14 (Thu)									
15 (Fri)									
16 (Sat)									
17 (Sun)									
18 (Mon)									
19 (Tue)									
20 (Wed)									
21 (Thu)									
22 (Fri)									
23 (Sat)									
24 (Sun)									
25 (Mon)									
26 (Tue)									
27 (Wed)									
28 (Thu)									
29 (Fri)									
30 (Sat)									
TOTAL	1062.8 ML	233.81 MIG					67.7	0	67.7
MAX	109.7	24.13	12	9			23.6	0	23.6
AVG	106.3	23.38	9.9	6.2			6.8	0	6.8
MIN	102.2	22.49	9	5			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.

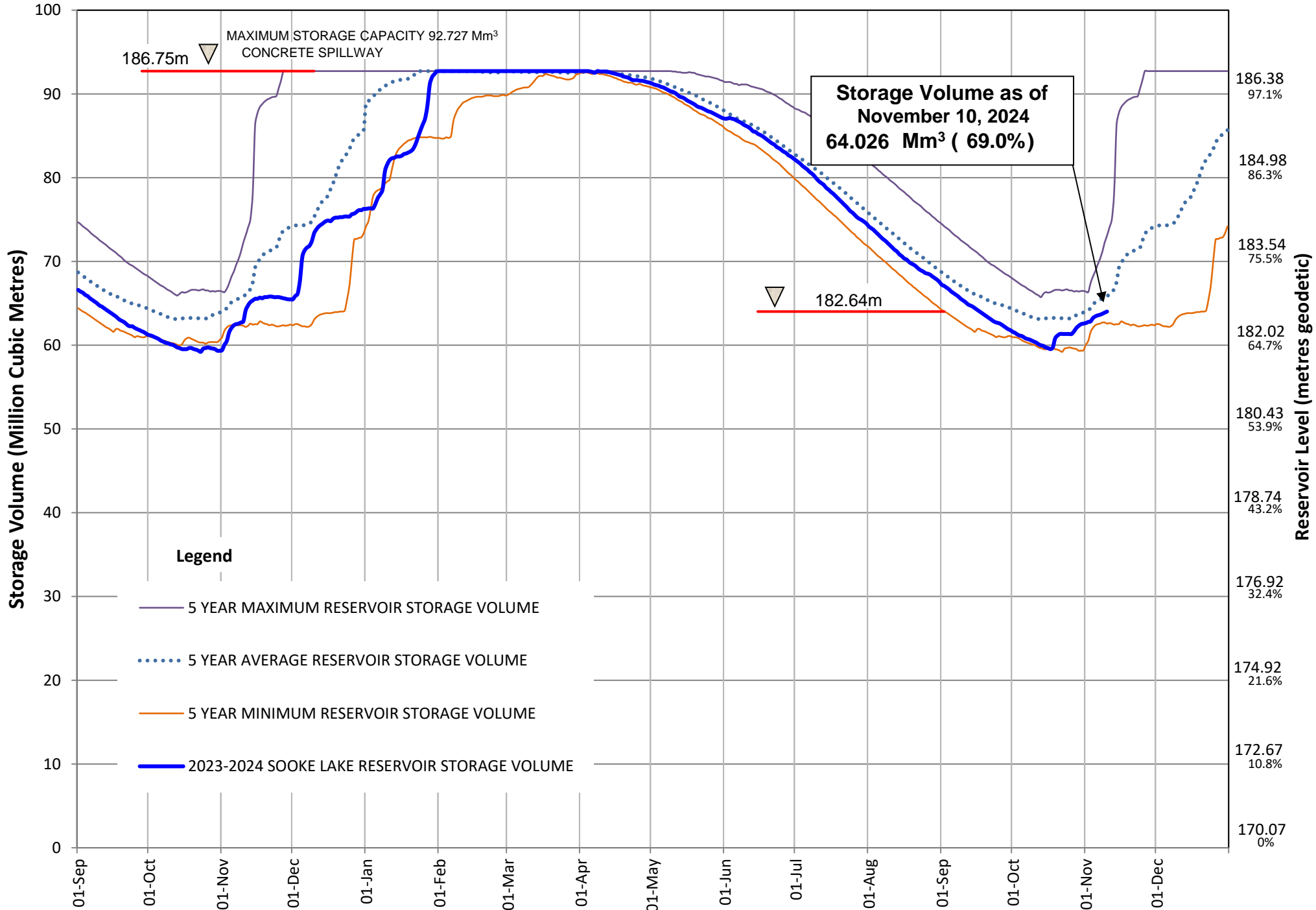
Average Rainfall for November (1914-2023)	261.8 mm
Actual Rainfall: November	67.7 mm
% of Average	26%
Average Rainfall (1914-2023): Sept 01 - Nov 10	311.8 mm
Actual Rainfall (2023/24): Sept 01 - Nov 10	382.2 mm
% of Average	123%

Number days with precip. 0.2 or more
6

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

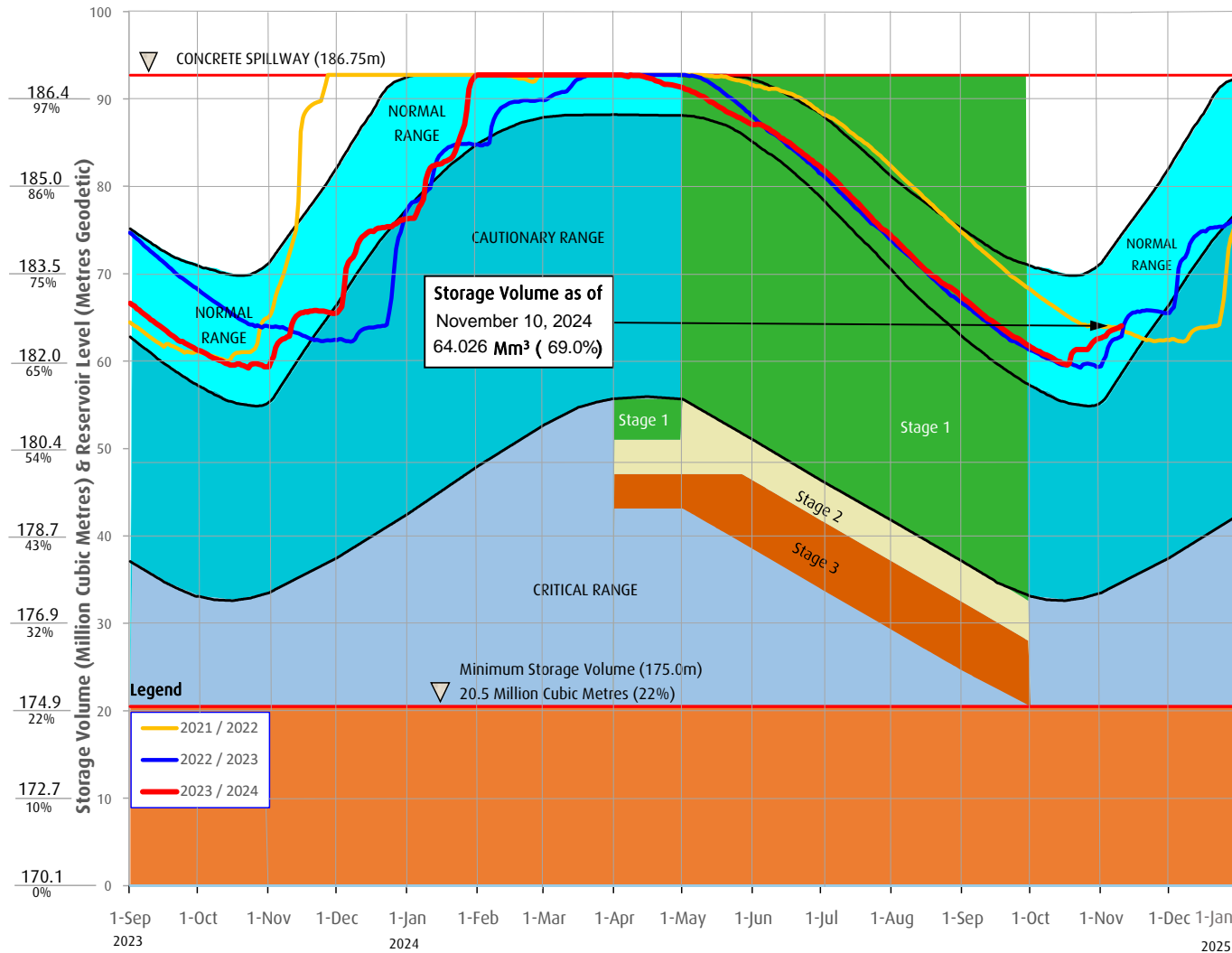
SOOKE LAKE RESERVOIR STORAGE SUMMARY

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.

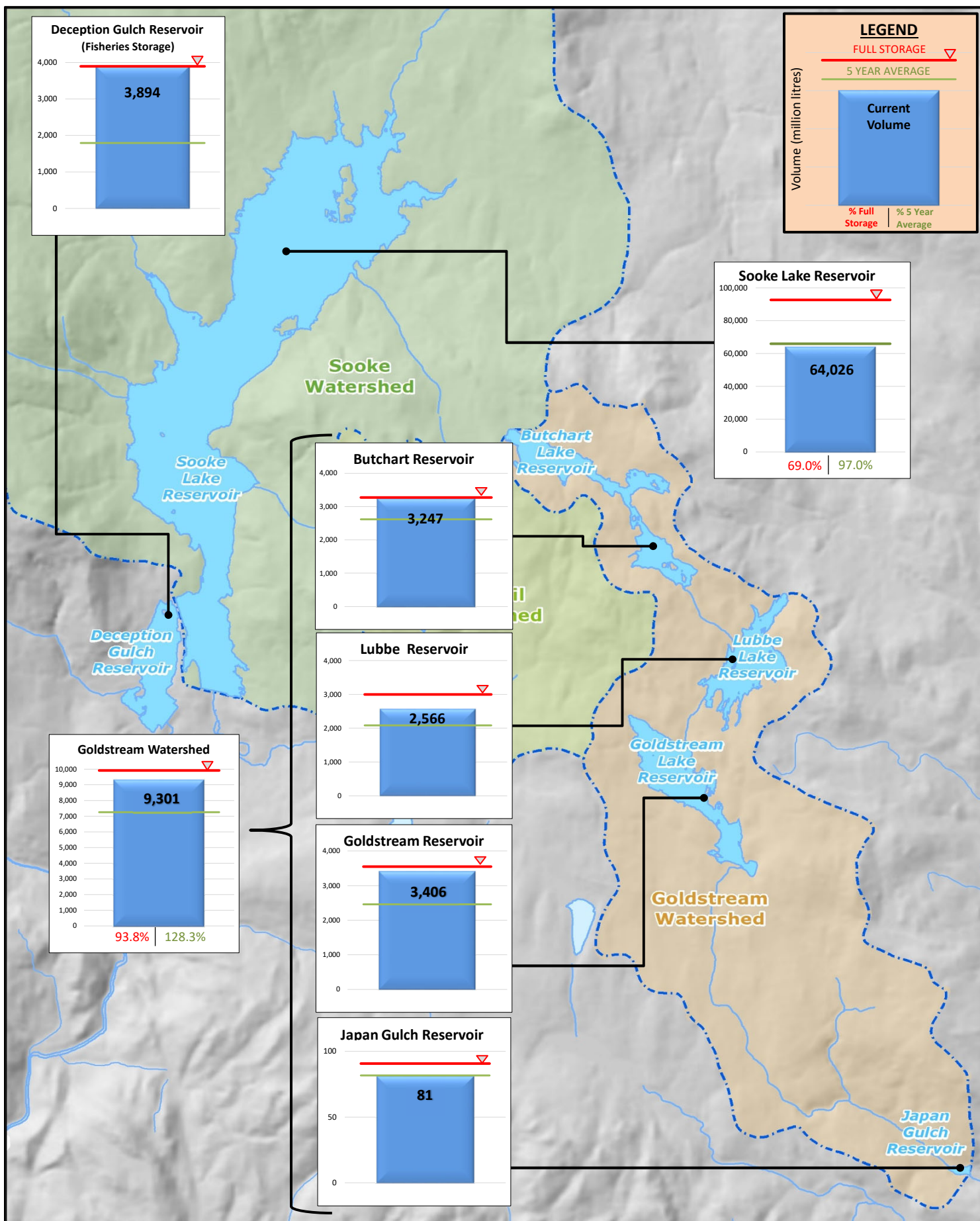
Stage 1 is normally initiated every year from May 1 to September 30 to manage outdoor use during the summer months. During this time, lawn watering is permitted twice a week at different times for even and odd numbered addresses.

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

Useable Reservoir Volumes in Storage for November 10, 2024



**REPORT TO REGIONAL WATER SUPPLY COMMISSION
MEETING OF WEDNESDAY, NOVEMBER 20, 2024**

SUBJECT **Regional Water Supply Development Cost Charges Waiver or Reduction Options**

ISSUE SUMMARY

To provide the Regional Water Supply Commission (Commission) with information regarding the options for waiving or reducing proposed Development Cost Charges (DCC).

BACKGROUND

At its April 17, 2024 meeting, the Commission directed staff to report back on options for DCCs to be waived or reduced for non-market housing including government, non-profit, and co-op housing.

There are three options defined by the Local Government Act (LGA) for the CRD to waive or reduce proposed DCC's for "eligible development" as follows:

1. **Regional DCC Waivers or Reductions Bylaw** – the CRD would develop a DCC Waivers or Reductions Bylaw, which would be applied by each municipality at time of DCC collection and the reduced DCC amounts would be remitted by the CRD (i.e., the CRD covers the cost of any DCC Waivers or Reductions). For comparison a similar approach is applied in Metro Vancouver and was recommend by Urban Systems Ltd. (USL) as the preferred approach in the attached Appendix A.
2. **Grant-in-Aid Program Administered by the CRD** – the CRD establishes a grant-in-aid program to eligible developments to offset the costs of the Regional Water Supply DCCs. The CRD would administer this program and accept applications. Successful applications would result in the remittance of grants from the CRD to the Applicant.
3. **No DCC Assistance for Eligible Developments** – the CRD would not adopt a DCC Waivers or Reductions Bylaw or establish a grant-in-aid program. However, this would not necessarily prevent a local government from creating their own Grant-in-Aid program to support eligible developments that would be charged the proposed CRD Regional Water Supply DCC. Currently, CRD does not provide DCC assistance for any of its current water or wastewater DCC programs.

Since April, staff have

- engaged USL to review and report on the issue (refer to USL Memorandum, Appendix A);
- consulted City of Victoria staff regarding its approach to utilize a grant-in-aid policy for the same intent within the City of Victoria; and,
- researched Metro Vancouver's current DCC program.

Legislative Framework

Article 563 of the LGA, defines "eligible development" that could be considered for DCC waivers or reductions as being one or more of the following categories:

- a) not-for-profit rental housing, including supportive living housing
- b) for-profit affordable rental housing
- c) a subdivision of small lots that is designed to result in low greenhouse gas emissions
- d) a development that is designed to result in a low environmental impact

The Local Government must, by bylaw, define an “eligible development”, establish the amounts or rates of reduction and establish the requirements that must be met to obtain a waiver or reduction.

The issues for consideration by the Commission are summarized as follows (references to the LGA Div. 19, Article 563, section 3. are noted where applicable and USL’s memorandum [Appendix A] contains additional details and discussion):

1. Whether to pursue DCC waivers or reductions – The CRD will need to determine whether to waive or reduce the proposed Regional Water Supply DCC’s for eligible development(s).
2. Legislative tools for DCC waiver or reduction – Should the CRD pursue waiving or reducing DCC’s, the LGA obligates the CRD to do so “by bylaw” and a simple policy is not valid. Bylaw options include one common bylaw for both the DCC and waiving or reducing of DCC’s, or two separate bylaws, both options are discussed in USL’s memorandum.

Note that Metro Vancouver has adopted the latter option (*A Bylaw to Establish a Waiver of Development Cost Charges for Affordable Housing*) in addition to the parent DCC Bylaw. Alternatively, and independent of the LGA Article 563, a grant-in-aid policy could be adopted by the CRD and in fact, such a policy is being pursued by the City of Victoria as detailed below and in USL’s memorandum.

3. Categories of “eligible development” (LGA/19/563/3a) – The CRD would have to define “eligible development” by bylaw.
4. Establish the amount or rates of reduction (LGA/19/563/3b) – The CRD would have to establish the amount or rates of reduction by bylaw for each applicable “eligible development”.
5. Requirement that must be met (LGA/19/563/3b) – The CRD would have to establish the requirements and conditions to be met in order to obtain a waiver or reduction by bylaw.
6. Financial implication – Should the DCC’s be waived or reduced, the Regional Water Supply service will have to fund the waived or reduced amount from the Regional Water Supply budget. At this point, an analysis of the financial implications has not been conducted. Such analysis could be conducted if directed by the Commission.

Analysis could include the eligible development forecasts by municipality to determine the financial implication of offering DCC waivers or reductions. Any interim analysis and on-going administration and management of either a bylaw or policy will require staff and financial resourcing.

7. Administration of waivers or reductions – The CRD would have to establish administrative practices and procedures for waiving or reducing DCC’s. Decision making could be conducted at the CRD Board level, or delegated to staff, or the municipalities.

City of Victoria

Since the April Commission meeting, staff have consulted City of Victoria staff regarding its approach to waive or reduce DCC's for eligible developments. City of Victoria Council, at its October 26, 2023 meeting, directed City of Victoria staff to consider a 100% reduction in DCC's (in essence to waive) for non-market rental housing projects. Subsequently, at its December 7, 2023 meeting, a recommendation was considered that included approval of a policy decision to:

“a. Maintain current approach of not waiving development cost charges for any classes of eligible developments, and direct staff to develop a grant program for the purpose of paying development cost charges for non-government, not-for-profit, non-market rental housing projects.”

On July 18, 2024, a revised DCC bylaw was given three readings by the City of Victoria Council and was submitted to the Inspector of Municipalities for review and approval. Their DCC bylaw is scheduled to return to Council on November 14 for adoption, and at the same time, the Policy for the proposed DCC grant-in-aid program will be brought forward for Council's consideration.

In essence, City of Victoria is pursuing a grant-in-aid policy for non-market rental housing projects to come into effect at the same time as their revised DCC bylaw.

Regional Water Supply DCC Survey

Included in the CRD's DCC Program Survey (posted to the CRD website and closed on July 5, 2024) was a waiver or reduction related question. The section included a description from the LGA and asked the following question “Do you support eligible forms of waiving or reducing DCCs for non-market rental housing including government, non-profit and co-op housing?”. Of the 237 responses, 103 (43%) respondents answered with either “strongly disagree” or “disagree”, while 97 (41%) respondents answered with either “support” or “strongly support”.

The full Engagement Summary (Vol. 2) was included in the September 25, 2024 Commission meeting agenda.

Future Insight and Process

The proposed DCC bylaw is scheduled to be presented to the Commission in early 2025, if approved by the Commission, it will go to the CRD Board for first, second and third readings and then forwarded to BC Inspector of Municipalities for approval. If approved, the CRD Board could then adopt it with a fourth reading, an overall process that will take several months.

If directed, staff could undertake a further analysis of implications of the potential alternatives presented above, financial implications, implementation alternatives and sources of funding along with recommendations. To undertake this analysis and prepare another bylaw, additional effort would be required. This effort was not originally envisioned and is currently not included in the USL existing contract scope and funds have not been allocated in the 2025-2029 financial plan. An amendment to the financial plan would be required.

ALTERNATIVES

Alternative 1

1. That, subject to Regional Water Supply Commission approval of the Regional Water Supply Development Cost Charges Bylaw, staff be directed to develop a waivers or reductions program and make the necessary amendments to the 2025-2029 financial plan.
2. That, once funding is in place, staff be directed to proceed with the development of a waivers or reductions bylaw, or grant-in-aid policy for the Regional Water Supply Development Cost Charges program.

Alternative 2

That staff not proceed with investigating the development of a waivers or reductions program at this time.

IMPLICATIONS

Regulatory and Policy

The LGA provides the legislative framework for implementing DCC waivers or reductions as outlined above.

The CRD's 2023-2026 Corporate Plan identifies the implementation of a DCC program for the Regional Water Supply service as a priority initiative, while also identifying the supply of affordable housing as a key priority for the region. The implementation of DCC waivers or reductions bylaw has the potential to promote affordable housing (eligible development) within the Regional Water Supply service.

Financial Implications

If DCC waivers or reductions were implemented by bylaw, the CRD would be responsible to fund the waived or reduced amount of DCC revenue through the Regional Water Supply service. Whereas the demand or market conditions for eligible development is not in the care-and-control of the Commission, there could be an unquantified financial risk to the service. If a grant-in-aid policy were implemented, the CRD would have the ability to set an annual limit of DCC grants-in-aid and the CRD would budget that amount annually through the Regional Water Supply service, essentially "first-in, first-compensated" to an annual limit.

The CRD and member municipalities would incur additional on-going administrative costs for implementing another bylaw or grant-in-aid program. The level of administrative burden would vary depending on the option chosen and would need to be accounted for in future operating budgets of both the CRD and member municipalities.

If pursued, the preparation and implementation of a waivers or reductions bylaw, or grant-in-aid policy would be an additional task not currently included in the overall DCC project budget, and additional funds (approx. \$50,000) and a budget amendment would be required in 2025.

Phase 3, DCC Bylaw Implementation, as defined in the April 17, 2024 staff report, is proposed to commence in parallel with DCC bylaw adoption and would consist of orientating staff from the member municipalities on the administration of the Regional Water Supply DCC bylaw. The 2025-2029 Capital Plan includes funding for 2025 (\$200,000) and 2026 (\$40,000) for effort related to rolling-out the proposed DCC bylaw with assistance from USL. It should be noted that the member municipalities would have to fund the additional effort to administer one or two DCC related bylaws.

Intergovernmental Implications

The administration, collection, and remittance of DCC's requires involvement by both the CRD and the member municipalities and the roles and responsibilities can vary. It is recognized that a new DCC bylaw would be an increase in administrative effort for municipalities and some municipalities do not have existing DCC bylaws to build upon.

Further, a waivers or reductions bylaw (or grant-in-aid policy) would be an additional responsibility to all. The CRD would work with each member municipality to ensure they are prepared to administer both the DCC bylaw and program and potentially a second waivers or reductions bylaw.

Social Implications

The cost of housing has increased significantly over time, including social housing, and a proposed DCC, would be another financial burden to the cost of development. To the benefit of eligible development, the LGA allows for local governments, to waive or reduce DCC's for eligible developments including not-for-profit rental housing, supportive living housing, for-profit affordable rental housing, subdivision of small lots designed to result in low greenhouse gas emissions and developments designed to result in low environmental impact.

First Nations Considerations

The proposed Regional Water Supply DCC bylaw would not apply to development on First Nations reserve lands (or lands added to a reserve) as local municipal and regional district bylaws are not valid on First Nation lands.

In response to feedback received through a member First Nation, the CRD pursued a legal opinion on the applicability of DCC's on lands owned in fee simple by a First Nations-owned corporation or directly by a First Nation, as well as on Treaty Settlement Lands. The finding is that DCC's would apply to fee simple lands owned by a First Nations-owned corporation or the First Nation, and the applicability of DCC's on Treaty Settlement Lands depends on the language of the treaty agreement itself. If the agreement states that the First Nation will participate in regional district services (i.e. water service), then the DCC's would apply to development within Treaty lands.

With respect to DCC waivers or reductions, where DCC's are applicable, and the requirements of a waivers or reductions bylaw is met for eligible development, waivers or reductions would apply.

CONCLUSIONS

This report provides the Regional Water Supply Commission with the available waiver and reduction options related to the proposed Regional Water Supply Development Cost Charges (DCC) program and bylaw.

The Local Government Act allows for DCC waivers or reductions for eligible developments and would be required to be done by either a common bylaw or two separate bylaws. It is preferable to use two separate bylaws rather than a common bylaw as this approach does not require approval from the BC Inspector of Municipalities.

Another available option is to adopt a grant-in-aid policy and program. This could be achieved by either the Capital Regional District or independently by some or all member municipalities at their discretion.

Development of a DCC waivers or reductions or a grant-in-aid policy and program was not originally included within the scope of the Regional Water Supply DCC program. If directed, staff can prepare the necessary budget amendments and proceed with the development of a waivers or reductions bylaw, or grant-in-aid policy as part of the overall Regional Water Supply DCC program. This scope would include a review of options for implementation of a program, financial implications and engagement plan.

RECOMMENDATION

1. That, subject to Regional Water Supply Commission approval of the Regional Water Supply Development Cost Charges Bylaw, staff be directed to develop a waivers or reductions program and make the necessary amendments to the 2025-2029 financial plan.
2. That, once funding is in place, staff be directed to proceed with the development of a waivers or reductions bylaw, or grant-in-aid policy for the Regional Water Supply Development Cost Charges program.

Submitted by:	Joseph Marr, P.Eng., Senior Manager, Infrastructure Engineering
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: USL Memorandum, September 5, 2024

DATE: September 5, 2024
TO: Capital Regional District – Integrated Water Services
FROM: Shaun Heffernan, RPP, MCIP, Senior Local Government Advisor
FILE: 1692.0050.02
SUBJECT: Proposed CRD RWS DCC: Waivers or Reductions

The following memorandum responds to direction from the Regional Water Supply Commission (RWSC) at the April 17, 2024 meeting that Capital Regional District (CRD) staff report back on options for Development Cost Charges (DCCs) to be waived or reduced for non-market housing, including government, non-profit, and co-op housing. These DCC waivers or reductions would apply to the proposed Regional Water Supply (RWS) DCCs that would be charged across the Capital Regional District (CRD).

1.0 INTRODUCTION

In s. 563 of the *Local Government Act* (LGA), DCC waivers or reductions are granted to “eligible development”, which includes:

- a) Not-for-profit rental housing, including supportive living housing;
- b) For-profit affordable rental housing;
- c) A subdivision of small lots that is designed to result in low greenhouse gas emissions;
- d) A development that is designed to result in a low environmental impact.

Currently, the CRD is examining options for waiving or reducing DCCs for the eligible developments described above. This could be done either through a (1) DCC bylaw, (2) a DCC Waivers or Reductions Bylaw or, (3) a grant-in-aid program to advance affordable housing and other eligible housing development initiatives. It is considered best practice to separate the waivers or reductions in its own bylaw (i.e., separate from the DCC bylaw).

The CRD and the Capital Regional Housing Corporation (CRHC) currently do not have their own definition of affordable housing and most municipalities have their own definitions, resulting in a need for clarity. Should the RWSC direct the CRD to waive or reduce DCCs for eligible developments (i.e., affordable housing), the CRD will need to develop a definition for what it considers to be an “affordable” development. This definition should be prepared in accordance with s. 563 of the *LGA*.

This memorandum discusses the main items for consideration by the RWSC, which includes:

- To (or not to) waive or reduce DCCs;
- Legislative tools for DCC waivers or reductions;
- Categories of “eligible development”;
- Best practices for establishing the amount or rates of reduction;
- Requirements that must be met (as outlined in the *LGA*);
- Financial implications of waivers or reductions; and,
- Administrative requirements for implementing waivers or reductions.

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The memorandum also provides a high-level review of BC's Bill 27 legislation to define the options and implications for the Regional Water Supply System if the CRD were to waive or reduce DCCs for eligible development. This includes outlining options for the implementation of a DCC Waivers or Reductions Bylaw or a grant-in-aid program, as well as some potential opportunities and challenges associated with these tools.

2.0 WAIVERS OR REDUCTIONS

2.1 LEGISLATIVE CONTEXT

On May 29, 2008, the Provincial Government enacted Bill 27, which included new legislation pertaining to DCCs. The legislative changes include the option for municipalities to waive or reduce DCCs for "eligible development," which includes not-for-profit rental housing, supportive living housing, and for-profit affordable rental housing. Part 14, Division 19 of the *LGA* contains information on DCCs. Specifically, more information on circumstances in which DCCs are not payable can be found in Section 561 of the *LGA* and development for which charges may be waived or reduced are outlined in s. 563.

2.2 BEST PRACTICES FOR IMPLEMENTATION

The application of DCC waivers or reductions would require careful management by CRD staff to ensure consistent program application. Criteria and definitions currently used by municipalities providing DCC waivers or reductions for eligible development also follow consistent themes, which consider:

- Whether or not the development is led by a non-profit organization;
- Whether the development has an existing agreement with the CMHC, BC Housing, or the Province of BC to provide affordable housing;
- Whether projects are eligible for housing subsidies from provincial, and/or federal sources; and,
- The established thresholds for affordable housing (e.g., being 80% or less than the average market rent, based on CMHC data).

If the CRD intends to move forward with implementing DCC waivers or reductions for eligible developments, it is recommended to conduct engagement with local representatives from affordable housing agencies and similar initiatives to create an opportunity for these stakeholders to provide feedback and understand their needs.

Overall, in B.C., the total amount of DCCs waived or reduced in support of eligible development is relatively small, with some municipalities choosing to reduce the burden of DCCs for eligible development through separate grant programs. To compensate for any waived or reduced DCC revenue, the CRD (more specifically, the Regional Water Supply Service) must secure alternate, non-DCC revenue sources.

2.3 IMPLEMENTING DCC WAIVERS OR REDUCTIONS

One of the primary challenges with waiving or reducing DCCs for developments designed to result in more affordable housing is the loss of potential DCC revenue. This raises a legitimate question for all local governments on how they would compensate for that loss of DCC revenue. However, there are ways of managing an anticipated reduction in DCC revenue. These include:

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1. Undertaking planning analysis to estimate and anticipate future eligible development(s) to quantify the anticipated DCC waiver(s) or reduction(s), and then determine how to compensate for any revenue shortfall through other means.
2. Adopt a bylaw where DCC-exempt developments could be made subject to an equivalent user fee instead of a DCC. Although, it should be noted that this will shift the economic burden onto future users of the development.

It should also be noted that DCC waivers or reductions for eligible development come with new accounting and reporting requirements. Any waivers for eligible development must be funded by the CRD through non-DCC revenue sources (i.e., water user rates, general reserves, etc.) and not through other DCC contributions.

As of 2010, s. 569 of the *LGA* was updated to include new DCC reporting rules that require every local government to track DCC revenues, expenditures, credits, waivers, and/or reductions. DCC waivers or reductions for eligible development must be accounted for by the CRD and funded from the CRD portion of the DCC program (i.e., the cost of the waiver/reduction cannot be passed on directly to the rest of the development community).

If the CRD decides to pursue DCC waivers or reductions, it is highly recommended this is done through the adoption of a separate DCC Waivers or Reductions Bylaw (i.e., separate from the RWS DCC Bylaw). A separate DCC Waivers or Reductions Bylaw avoids tying the discussion of affordable housing to future DCC updates, does not require approval by the Inspector of Municipalities, and can be amended and updated separately without amending the RWS DCC Bylaw.

3.0 GRANT-IN-AID

The CRD also has the option to provide grants-in-aid for eligible development independent of a DCC Bylaw and/or DCC Waivers or Reductions Bylaw. While the *Community Charter* and the *LGA* do not explicitly describe guidelines for grant-in-aid programs, restrictions on providing assistance and possible exemptions are outlined in s. 24 and 25 of the *Community Charter* and referenced in s. 273 of the *LGA*. **Section 3.1** below discusses these restrictions and exemptions further.

3.1 BEST PRACTICES

If this option is chosen, it is recommended that the provision of grants by a regional entity is researched further by the CRD to determine obligations and limitations. A full analysis would be necessary to determine whether a grant to offset DCCs would be prohibited assistance to a business or commercial undertaking under the *LGA*. While contribution to the costs of eligible developments, where secured by a charge on title, is not “assistance”, DCC waiver assistance to “for-profit affordable housing” or for climate action purposes as described in the definition of “eligible development” in s. 563 of the *LGA* could be assistance to business. Determining whether assistance to business occurs as part of a grant-in-aid program is fact-dependent and based on controlling ownership; in these instances, it would be necessary to explore the extent to which partnerships would be eligible for assistance.

3.2 IMPLEMENTING A GRANT-IN-AID PROGRAM

If the CRD opts to provide grants-in-aid for eligible development projects independent from a DCC Waivers or Reductions Bylaw, this could be done through a grant-in-aid program administered by the CRD which would provide funds to help offset a portion of any DCC owed by an eligible project.

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Similar to a DCC Reductions Bylaw, any grant-in-aid program developed by the CRD should establish thresholds for the eligible developments that would be eligible for grant-in-aid. The grant-in-aid program should also be supported by a guiding policy and grant framework which defines; (1) what constitutes an eligible development, and (2) the applicable grant amount based on the total DCCs the development is expected to pay prior to receiving waivers or reductions.

There is currently no administrative framework to administer this program through the CRD IWS department; this program may require support from the Capital Regional Housing Corporation (CRHC), which already administers grants for eligible developments and is familiar with housing needs. If a grant-in-aid program is desired, future conversations between the CRHC and the CRD will be needed to support the grant administration programs. New administrative capacity would be required to effectively adjudicate a potential grant-in-aid program.

There are currently no municipal-level programs in the CRD with an active grant-in-aid program that includes development finance and/or DCCs. The City of Victoria is currently considering the implementation of such a program; more information on CRD municipalities can be found in **Section 4.1**.

At the regional level, the CRD operates the [Regional Housing Trust Fund](#) (RHTF), which provides capital funding to assist with the acquisition, development, and retention of affordable housing. At this time, only projects that are part of the Regional Housing First Program are eligible to apply for the RHTF.

4.0 COMMUNITY COMPARISONS

The following section includes a community scan that identifies existing DCC Waivers or Reductions Bylaws and/or Grant-in-Aid programs across the region. It also briefly overviews Metro Vancouver's regional water DCC program and the associated waivers or reductions bylaws.

4.1 EXISTING BYLAWS AND PROGRAMS ACROSS THE CRD

Table 1 below provides an overview of local DCC Waivers and Reductions Bylaws or Grant-in-Aid programs currently in place—or being considered—within communities across the CRD.

Table 1: CRD Community Scan - Waivers or Reductions and Grant-in-Aid Programs

CRD Community	Is a local DCC Waivers/Reductions Bylaw in place? (Y/N)	Is a Grant-in-Aid Program for DCCs in place?	% Reduction	Notes
Central Saanich (Link to Bylaw)	Y (Development Cost Charge Reduction Bylaw No. 1907, 2017)	N	30%	Eligible Developments include Not-for-Profit Rental Housing Development (incl. Supportive Living Housing) and For-Profit Affordable Rental Housing.
Colwood	N	N	N/A	Colwood has an existing Grants-in-Aid program that

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CRD Community	Is a local DCC Waivers/Reductions Bylaw in place? (Y/N)	Is a Grant-in-Aid Program for DCCs in place?	% Reduction	Notes
				does not currently have a DCC component.
Langford	N	N	N/A	Langford has an existing Grant-in-Aid program that does not currently have a DCC component.
Saanich (Link to Application, Link to Reductions Bylaw)	Y (Development Cost Charge Reduction Bylaw, 2020, No. 9607)	N	25% or 100%	Eligible developments include not-for-profit rental housing developments (incl. assisted living development) which are eligible for a 100% reduction, and affordable rental housing developments (eligible for 25% reduction).
Sooke (Link to Bylaw)	Y (Sooke Town Centre Revitalization Bylaw, 2009; applies only to eligible developments within the Town Centre Revitalization Area)	N	30%, 60%, or 100%	30% reduction for residential development having a density of at least 50 dwelling units per hectare; an additional 30% reduction applies to improvements that are a Green Project (LEED or Built Green certified); and, a full waiver for eligible housing (incl. not-for-profit rental housing, supportive housing, and for-profit affordable rental housing).
Victoria	N	N	N/A	Victoria is currently exploring options for waivers or reductions, including a Grant-in-Aid program for DCCs.
View Royal (Link to Bylaw)	Y* (Not-for-Profit Rental Housing Development Cost Charges Waiver Bylaw No. 1020, 2019)	N	100%*	*View Royal adopted a Bylaw waiving DCCs for a specific not-for-profit rental development (the first in the Town). They do not have a comprehensive Town-wide program in place.

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4.2 SAANICH PENINSULA WATER COMMISSION WAIVER

In 2016, the Saanich Peninsula Water and Wastewater Commissions, which provide oversight on the Saanich Peninsula Water and Wastewater DCC, approved Saanich Peninsula Water and Wastewater Development Cost Charge Bylaw No. 1, 2004 (Bylaw No. 3208) to waive DCCs for affordable rental housing units at 9818-9830 Fourth Street in Sidney, BC. This Bylaw applies only to this specific development.

4.3 METRO VANCOUVER EXAMPLE:

Metro Vancouver currently administers DCC Reduction Bylaws for its regional water and liquid waste services through the Greater Vancouver Water District (GVWD) and Greater Vancouver Sewerage and Drainage District (GVS&DD), respectively. The GVWD (Greater Vancouver Water District Development Cost Charge Waiver or Reduction for Not-for-Profit Rental Housing Bylaw No. 256, 2022) and GVS&DD (Greater Vancouver Sewerage and Drainage District Development Cost Charge Waiver or Reduction for Not-for-Profit Rental Housing Bylaw, No. 314, 2018) DCC Waivers or Reductions Bylaws are administered through Metro Vancouver's regional planning department.

Both the GVWD and GVS&DD identify not-for-profit affordable housing and not-for-profit student housing as eligible developments for DCC waivers and reductions up to 100% (50% for not-for-profit student housing). There are two ways that the developer of either housing type can apply for a waiver or reduction: through the direct pathway or the partnership pathway.

Details regarding the definitions used by Metro Vancouver and the levels of DCC reductions can be found in **Appendix A**.

As is also the case within the CRD, there are many local governments in Metro Vancouver with their own DCC Waivers and Reductions bylaws, policies, or grant programs. The GVWD and GVS&DD-specific waivers and reductions are administered through a separate application; subject to a successful application, only the regional DCCs are waived or reduced. If the application is successful, the member jurisdiction will waive or reduce regional DCCs at the time when DCCs are payable (at either building permit or subdivision).

5.0 SUMMARY OF OPTIONS

The use of a DCC Waivers or Reductions Bylaw or grant-in-aid program to promote eligible development, such as affordable housing, comes with many benefits, but may also present several challenges. In general, the implementation of these measures across multiple jurisdictions has the potential to create inconsistencies between how these tools are administered and a clear source of funding is required to either establish a grant-in-aid program or to ensure the DCC program is adequately compensated for any reductions in revenue if a DCC Reductions Bylaw is established.

If implemented, the proposed RWS DCC Bylaw would apply to each CRD member municipality, including parts of Electoral Areas located within the RWS service area. Subject to implementation (RWS DCC Bylaw adoption), each local government would collect DCCs on the CRDs behalf and remit them to the CRD, which would then administer the program and apply the DCC revenue to capitalized, growth-related projects. This represents a unique challenge in the context of waiving or reducing DCCs; each local government would be responsible for determining when a DCC waiver or reduction should apply.

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Additionally, some municipalities in the CRD with DCC programs of their own also have DCC Waivers or Reductions policies or bylaws in place with different definitions and reduction levels, which creates the potential for inconsistency in how DCCs are collected and how DCC reductions are applied by each local government and regionally (see **Section 4.1, Table 1**). Conversely, there are also some municipalities that do not currently collect DCCs; additional orientation would be required to support these municipalities when administering regional DCCs and any waivers, reductions, or grant-in-aid program.

Given this unique context, consideration needs to be given for how a DCC Waivers or Reductions Bylaw or grant-in-aid program would be implemented at the regional level. Three options for implementing either a grant-in-aid program or DCC Waivers or Reductions Bylaw are outlined below:

1. **Regional DCC Waivers or Reductions Bylaw (Administered Directly or at a Municipal Level)** – for this option, the CRD would develop a DCC Waivers or Reductions Bylaw, which would be applied by each municipality at time of DCC collection and the reduced DCC amounts would be remitted by the CRD (i.e., the CRD covers the cost of any DCC Waivers or Reductions). A similar approach is applied in Metro Vancouver; please see **Appendix A** for more information.
2. **Grant-in-Aid Program Administered by the CRD** – for this option, the CRD establishes a grant-in-aid program to eligible developments to offset the costs of the RWS DCCs. The CRD would administer this program and accept applications. Successful applications would result in the remittance of grants from the CRD to the applicant.
3. **No DCC Assistance for Eligible Developments** – for this option, the CRD would not adopt a DCC Waivers or Reductions Bylaw or establish a grant-in-aid program. However, this would not necessarily prevent a local government from creating their own Grant-in-Aid program to support eligible developments that would be charged the proposed CRD RWS DCC.

As previously mentioned in **Section 2.3**, the latest DCC reporting rules require DCC waivers or reductions for eligible development to be accounted for by the CRD and funded through the DCC program. Since this generally amounts to a subsidy from the local government, the CRD may consider providing a grant-in-aid for affordable funding and/or low impact development, to fund a portion or all the DCCs payable for those units. This approach is more flexible than providing a direct waiver or reduction.

Under the DCC Waivers or Reductions Bylaw, there would be no control over the amount of DCCs waived or reduced; this could vary widely based on the definition used for defining eligible developments such as affordable rental developments. Whereas in a Grant-in-Aid program, an upper limit for contributions could be set on an annual basis and these funds could be allocated to projects based on prioritization.

Each of these implementation options has opportunities and challenges which are summarized in **Section 8.0**.

5.1 KEY CONSIDERATIONS – DCC WAIVERS OR REDUCTIONS BYLAW

If the CRD RWSC is interested in implementing DCC waivers or reductions for eligible developments, it should consider the following:

- Is there a particular geography where DCC waivers or reductions should apply (i.e., CRD-wide or area-specific)?
- Does the CRD wish to differentiate between not-for-profit and for profit affordable rental housing?

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- Should any DCC waivers or reductions provided for eligible development be accompanied with a covenant to remain affordable rental housing for a certain period (e.g., 20 years)?
- What amount (%) of DCC waivers or reductions should be applied and is this enough of an incentive to actually support the costs associated with developing eligible development, such as affordable housing?
- Should a time limit be applied for any DCC waivers or reductions provided?
- What is the amount of revenue that could be forgone by implementing a DCC Waivers or Reductions Bylaw? Should an annual limit be established? How can the CRD recover the costs associated with a Waivers or Reductions or grant-in-aid program?

5.2 KEY CONSIDERATIONS – DCC GRANT IN-AID

If the CRD creates a grant-in-aid program for affordable housing, it should consider the following:

- How is the grant-in-aid program being funded, how much and by who?
- Which CRD department should be responsible for administering the grant program?
- Should any grant provided for eligible development (i.e., not-for-profit rental housing, supportive living housing, or for-profit affordable rental housing) be accompanied with a covenant to ensure the development remains eligible for a certain period of time (e.g., 20 years)?
- What amount (%) of grant in-aid to assist with DCC costs should be established and is this enough of an incentive to support the costs associated with development?
- How will affordable housing providers access the grant program?
- Will a limit on the total annual grant-in-aid amounts be established?

Should the CRD IWS fund the grant, the grant program would need to be established as a budget item that would be paid for through the RWS service.

5.3 SUMMARY OF OPPORTUNITIES AND CHALLENGES

When defining the parameters of what constitutes an eligible development either within a DCC Waivers or Reductions Bylaw or Grant-in-Aid program, the CRD should establish firm definitions and thresholds to allow for the consistent application of DCC assistance. Before providing a grant-in-aid or DCC waiver or reduction, the CRD should consult stakeholders to ensure the proposed DCC assistance fulfills the objectives of affordable housing advocates, the development community, and other groups with a stake in the eligible forms of development outlined in the LGA. **Table 2** below outlines some keys opportunities and challenges with the four options outlined in **Section 5.0** above.

Table 2: Summary of Waivers or Reductions Options

Option	Opportunities	Challenges
DCC Waivers or Reductions Bylaw Administered by the CRD	<ul style="list-style-type: none"> • Defined by Bylaw with a clear framework. • Administered by the CRD so its application will be the same and consistent across the region. 	<ul style="list-style-type: none"> • The RWS service would be responsible for making up the forgone revenue from DCC waivers or reductions. • A DCC Waivers or Reductions Bylaw would need a clear

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SUBJECT: Proposed CRD RWS DCC: Waivers or Reductions

Option	Opportunities	Challenges
	<ul style="list-style-type: none"> Can be revised and updated by the CRD Board as needed (would be separate from the RWS DCC Bylaw). 	<p>definition for what is eligible development</p> <ul style="list-style-type: none"> If criteria were unclear, potential for inconsistent application of the Waivers or Reductions Bylaw by municipalities (given their diverse interpretations and approval processes) and potential foregone revenue. CRD would need to invest time into orienting each local government about how the Bylaw applies to development. Higher administrative costs for CRD RWS. No ability to set an annual limit for the amount of DCCs waived or reduced.
<p>Grant-in-Aid Program Administered by the CRD</p>	<ul style="list-style-type: none"> A grant-in-aid program could be established by policy and could potentially be more flexible than a Bylaw. CRD can set a cap amount for the grant program to manage costs and encourage a high standard of applications. 	<ul style="list-style-type: none"> The CRD would likely need the Capital Regional Housing Corporation (CRHC) to administer the program; the CRD IWS is not well set-up to administer grants. A service-to-service MOU and a staffing cost would be associated with administration of this DCC cost reduction program by CRHC or Regional Housing. Service authority would need to be identified to establish grant-in-aid program paid by Regional Water. Some communities and development types may benefit disproportionately based on the grant criteria. A non-DCC source to fund the grant-in-aid program would need

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SUBJECT: Proposed CRD RWS DCC: Waivers or Reductions

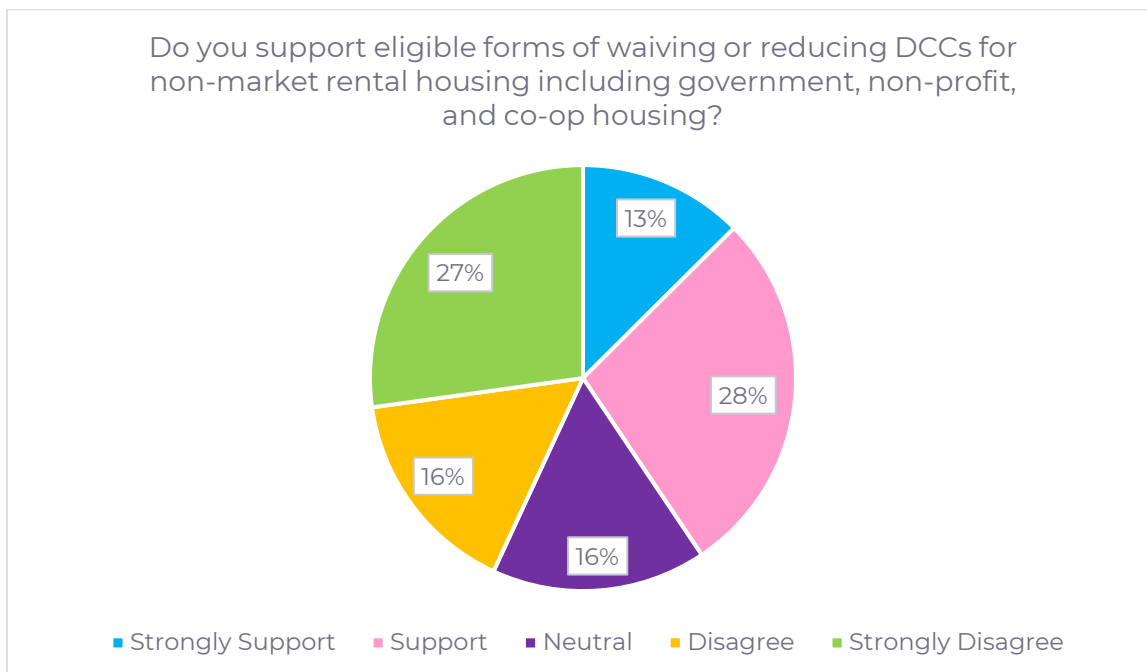
Option	Opportunities	Challenges
		to be determined (water rates or requisition). <ul style="list-style-type: none"> • Unlike many local governments, the CRD IWS does not have an established housing reserve fund.
No DCC Assistance for Eligible Developments	<ul style="list-style-type: none"> • No administrative costs. • No foregone revenue. • No costs associated with establishing a Bylaw or grant. 	<ul style="list-style-type: none"> • Eligible developments would pay actual development costs which may impact the viability of projects • Full cost of developments would be realized by developers and passed along to purchasers or renters.

6.0 INITIAL FEEDBACK ON WAIVERS OR REDUCTIONS PROGRAM

As part of the consultation process for the proposed RWS DCC program, an online survey was conducted by the CRD. Members of the public were asked to indicate their level of support for the implementation of waivers or reductions for eligible forms of development.

The 237 responses are summarized in **Figure 1** below:

Figure 1: Responses to Waivers or Reductions Question in RWS DCC Survey (Public)



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SUBJECT: Proposed CRD RWS DCC: Waivers or Reductions

7.0 RECOMMENDATIONS

If the CRD wishes to proceed with waivers or reductions as part of the RWS DCC program, and based on the foreseen opportunities and challenges with each option, it is recommended that the CRD consider implementing a Waivers or Reductions Bylaw program for eligible developments rather than a grant-in-aid program.

Key reasons for recommending the Waivers or Reductions Bylaw approach include:

- It can be implemented effectively using current administrative infrastructure, which has the potential reduce administrative burdens and costs to implementation;
- Having standardized DCC waiver or reduction eligibility requirements established by Bylaw makes the process predictable and supports continuing fairness and consistent application;
- A DCC Waivers or Reductions Bylaw can be used to potentially support both not-for-profit and for-profit affordable rental development; and
- It is consistent with approaches used in other regional DCC programs (i.e., Metro Vancouver water).

The approach of implementing a Waivers or Reductions Bylaw could enhance the affordability and feasibility of rental projects, making them more attractive to housing developers and beneficial to the community. However, it is essential to carefully define the criteria for eligibility and assess the potential financial implications to ensure the program's success and sustainability.

8.0 CLOSING

We trust that this memorandum provides the CRD with some clarity on the opportunities and challenges of including waivers or reductions or a grant-in-aid program for eligible development in the DCC program. We would be pleased to work further with you to develop specific criteria for the CRD and calculate the potential impacts (financial and otherwise), should you choose to pursue this further.

Sincerely,

URBAN SYSTEMS LTD.

Shaun Heffernan, MCIP, RPP
Senior Local Government Advisor
/sh/sb

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APPENDIX A: METRO VANCOUVER WATER EXAMPLE – PROGRAM OVERVIEW

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SUBJECT: Proposed CRD RWS DCC: Waivers or Reductions

APPROACH

The GVWD and GVS&DD DCC Waivers and Reductions Bylaws apply to all local governments within the region's water and sewer service areas.

APPLICATION REQUIREMENTS

There are two ways of applying for a waiver or reduction of the GVWD and/or GVS&DD DCCs:

1. Through the **Direct Pathway**, which requires the developer of the Not-for-Profit Rental Housing to apply directly to Metro Vancouver. A municipal staff liaison from the member municipality is notified of Metro Vancouver's response as provided to the developer (via email).
2. Through the **Partnership Pathway**, which requires the developer of the Not-for-Profit Rental Housing to make an application to Metro Vancouver in partnership with a staff liaison from the member municipality. Unlike the Direct Pathway, this application includes a letter from the municipal staff liaison, which recommends the development's eligibility for the regional DCC waiver or reduction. The liaison will be notified of Metro Vancouver's response as provided to the developer via email.

ELIGIBILITY

The following two groups are eligible to receive DCC waivers or reductions from Metro Vancouver:

- **Not-for-profit affordable rental housing** that falls under the following categories at the time of application for, or issuance of, a DCC waiver:
 - Owned, leased, or otherwise held by a Not-for-Profit Society, BC Housing, CMHC, a Non-Profit Municipal Housing Corporation or a Registered Charity.
 - Operated as rental housing for people who meet the eligibility criteria identified in the GVS&DD DCC Waiver or Reduction for Not-for-Profit Rental Housing Bylaw 314, 2018 and the GVWD DCC Waiver or Reduction for Not-for-Profit Rental Housing Bylaw 256, 2022.
 - Governed by the terms of an agreement and/or covenant with the Province of British Columbia, BC Housing, CMHC or a municipality regarding housing operations and stipulating how the Dwelling Units will be occupied and managed.
- **Not-for-profit student housing** that is:
 - Owned by a Post-Secondary Institution at the time of any application for, or issuance of, a DCC reduction;
 - Purpose built to provide rental housing for students attending that institution;
 - Operated on a cost recovery basis; and,
 - Governed by the terms of a covenant with the GVWD and the GVS&DD for a period of 60 years.

WAIVER AMOUNT

The current regional DCC rates (as indicated in each of the GVRD and GVS&DD DCC Bylaws) can be fully waived for eligible developments (and 50% for not-for-profit student housing).

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SUBJECT: Proposed CRD RWS DCC: Waivers or Reductions

IMPLEMENTATION AND ADMINISTRATION

The program is administered by Metro Vancouver regional planning staff, with support from the member municipality that receives the application (if applicable). Metro Vancouver staff will review all applications and provide written notice and confirm whether the application is successful.

All member municipalities provide annual statements to Metro Vancouver for every 12-month period (Jan 1 – Dec 31) where DCCs were waived or reduced under the Bylaws.

TIMELINE

As outlined by Metro Vancouver, the process of receiving a waiver or reduction is as follows:

1. Regional DCCs are payable by the registered owner to Metro Vancouver and are collected at time of building permit by the member municipality.
2. Project eligibility for the regional DCC waiver or reduction is determined with reference to the Bylaw conditions and definitions.
3. *Optional, part of the Partnership Pathway outlined in **Section 7.1.2***: The municipal liaison reviews any supporting documentation and prepares a recommendation to the Metro Vancouver regarding waiver or reduction eligibility.
4. The developer/registered owner submits an online application for the regional DCC waiver or reduction, including the municipal recommendation letter (if applicable).
5. Within 15 days of application, Metro Vancouver provides written notice and confirmation (via email) regarding eligibility for waiver or reduction.

Ongoing Process:

6. Member municipality provides annual statements to Metro Vancouver for every 12-month period (Jan 1 – Dec 31) where DCCs were waived or reduced under the Bylaws.



**REPORT TO REGIONAL WATER SUPPLY COMMISSION
MEETING OF WEDNESDAY, NOVEMBER 20, 2024**

SUBJECT **Regional Water Supply Strategic Plan - Community Input (Phase 1) Engagement Summary**

ISSUE SUMMARY

To provide a summary of the feedback received from the Community Input (Phase 1) Regional Water Supply Strategic Plan (Strategic Plan) engagement process, which sought to gain feedback from the public on the Strategic Plan's commitments and how the public would prefer to be engaged on the Strategic Plan moving forward.

BACKGROUND

At the July 17, 2024 Regional Water Supply Commission meeting, staff proposed to undertake a two-stage public engagement process for the Strategic Plan. The public engagement process would consist of two phases with information available on the Capital Regional District's (CRD) public engagement platform (GetInvolved.crd.bc.ca). The first phase would run from August to September 2024 and focus on informing the public about the planning framework, understanding community priorities, and asking for feedback on preferred ways to participate (in person or virtual). Starting in November 2024, the second phase would focus on seeking feedback from interested parties regarding the proposed Commitments, Priorities and Actions in a draft strategy.

Staff proceeded with Community Input (Phase 1) in the summer of 2024. An online survey was made available for public input from August 29 to September 30, 2024. The survey was designed to understand public interest in the Strategic Plan's commitments and how people prefer to participate in future engagement. The survey consisted of nine questions asking about age and location demographics, support levels for the commitments, how people want to stay informed and how people want to provide feedback about the Strategic Plan.

Survey Feedback

Overall, the commitments resonated with most respondents, with 94% of respondents indicating the commitments were Very Important or Important to them.

Responses from the Community Input (Phase 1) Strategic Plan engagement indicate Community Feedback (Phase 2) engagement for the Strategic Plan should use digital tools to share information or collect feedback. This includes but is not limited to providing online surveys, virtual information sessions/open houses, social media and an email address where people can ask questions.

Education and learning about the water supply were common themes amongst the survey comments. A number of respondents noted a lack of understanding of how the water system works, where their water comes from, how the watershed is managed and how all the pieces connect to one another. This input will be used to inform Phase 2 engagement materials and aligns with proposed actions in the Strategic Plan under commitment #2 - Enhance public connection and confidence of the water supply and value of water.

The survey also revealed less uptake from younger age categories. This could be due to lack of awareness as well as various day-to-day realities of competing for time and attention.

Community Feedback (Phase 2) Engagement Plan

Staff plan to use digital tools for Phase 2 engagement, supplemented by advertising and in-person outreach based on the feedback received from Phase 1.

An advertising plan will be prepared prior to launching Phase 2 engagement. The advertising plan will focus on reaching a broad range of age groups primarily through digital channels, with some TV, radio and newspaper advertising. Engagement will also focus on leveraging email subscription tools on the Get Involved platform to keep people informed about the Strategic Plan as well as in-person pop-up events in community locations to share information about the Strategic Plan and how to provide feedback. An online survey will be used to collect feedback, with print versions available at the Integrated Water Services office or by phone, as an alternative if needed.

To reach a broad range of participants, particularly younger demographics, Phase 2 engagement activities will include digital advertising on social channels as well as displays or information booths at community locations such as recreation centres or libraries.

Next Steps

Concurrent to Phase 1, staff updated the draft 2025 Strategic Plan outline based on feedback provided by the Commission at its July 17, 2024 meeting. At its September 25, 2024 meeting, the Regional Water Supply Commission approved the revised Strategic Plan outline and directed staff to proceed with the engagement plan for the draft 2025 Strategic Plan.

Feedback from Phase 1 engagement indicated that overall, the commitments resonated with the majority of respondents, with 94% of respondents indicating the commitments were Very Important or Important to them. Given this feedback, staff are not recommending any changes to the commitments as approved by the Regional Water Supply Commission on September 25, 2024.

The engagement plan for Community Feedback (Phase 2) has been refined based on the recommendations outlined above. The start of Phase 2 of engagement has been moved from November 2024 to January 2025 to avoid overlap with additional Regional Water Supply Development Cost Charges program public engagement activities and the holiday season.

Starting in January 2025, the second phase of public engagement will focus on sharing the draft Strategic Plan, informing the public about what it means for their future water needs, and collecting feedback on the proposed Commitments, Priorities and Actions in the draft strategy. The online survey will be launched in January with a response period of 45 days.

CONCLUSION

Staff have concluded Phase 1 of the community engagement for the Regional Water Supply Strategic Plan. Feedback from this engagement indicated that the Commitments resonated with the majority of respondents and a preference for the use of digital tools to share information or

collect feedback during Community Feedback (Phase 2) engagement. The engagement plan for Community Feedback (Phase 2) has been refined based on the feedback from the Phase 1.

Starting in January 2025, Phase 2 of the public engagement will focus on sharing the draft Strategic Plan, informing the public about what it means for their future water needs, and collecting feedback on the proposed Commitments, Priorities and Actions in the draft Strategy.

RECOMMENDATION

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

Submitted by:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: RWS 2025 Strategic Plan: Community Input (Phase 1) – What We Heard Report

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 1)

Capital Regional District | November 12, 2024

Background

An online survey was made available for public input from August 29 to September 30, 2024. The survey was designed to understand public interest in the Regional Water Supply Strategic Plan's commitments and how they prefer to be engaged for future engagement.

The survey consisted of nine questions asking about age and location demographics, support levels for the commitments, how people want to stay informed about the Strategic Plan and how people want to provide feedback about the Strategic Plan. Participants also had the opportunity to provide comments as part of the survey. 297 individual responses were received. A summary is provided below.

Response Summary

Demographic questions

Question 1: Where do you live?

Responses were received from all 13 municipalities, rated as a percentage of total responses received and ranked greatest to least. Please note that 2 of the 297 respondents chose to skip this question.

1. Victoria (21.0%)
2. Saanich (20.0%)
3. Sooke (13.6%)
4. Langford (12.2%)
5. Oak Bay (5.8%)
6. View Royal (5.1%)
7. Colwood (4.7%)
8. Esquimalt (4.1%)
9. Central Saanich (3.7%)
10. North Saanich (3.7%)
11. Sidney (3.4%)
12. Metchosin (1.4%)
13. Highlands (1.4%)

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 1)

Capital Regional District | November 12, 2024

Question 2: What is your age range?

Responses were received from six of the seven age groups, rated as a percentage of total responses received and ranked greatest to least. Please note that 6 of the 297 respondents chose to skip this question.

1. 65+ years old (41.6%)
2. 55-64 years old (19.2%)
3. 35-44 years old (18.6%)
4. 45-54 years old (12.4%)
5. 25-34 years old (6.9%)
6. 19-24 years old (1.4%)
7. Under 18 (0%)

Note: 60.8% of total survey respondents were aged 55+ and 39.3% of respondents were aged 19-55.

Questions about the Commitments

Question 3: Reflecting on our water supply and future needs, how important are the following commitments to you?

Respondents were given a Likert Scale to rate how important each commitment was to them. The scale had five selection options: **Not Important**, **Neutral**, **Somewhat Important**, **Important** and **Very Important**. Overall, all three commitments resonated with the majority of respondents, with most respondents indicating the commitments were Very Important or Important to them. See chart below for detailed responses to each commitment.

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 1)

Capital Regional District | November 12, 2024

Commitment	Not Important	Neutral	Somewhat Important	Important	Very Important	Total Responses
Provide high quality, safe, drinkable water	0	3	3	9	282	297
Provide an adequate, long-term supply of drinkable water	2	3	4	20	267	296
Provide efficient, effective and innovative operations of water system infrastructure	6	6	24	72	186	294

Question 4: Do the above commitments meet your needs as a customer? If no, why not? (Question 5)

Respondents were given an option of Yes or No. If respondents clicked No, a secondary question of **Why Not** was asked (**Question 5**). 81% of respondents said the commitments met their needs as customers and 19% of respondents said the commitments did not meet their needs.

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 1)

Capital Regional District | November 12, 2024

For those who said the commitments did not meet their needs, comments focused on the following topics:

- Emergency preparedness
- Food security
- Agricultural use
- Climate change
- Watershed ecosystems
- Affordability
- Population trends
- Water conservation
- Sustainable service delivery
- Transparency
- Treated water use
- Safety
- Education (how the Regional Water Supply works)

Question 6: What is the best way to keep you informed about the Strategic Plan? (check all that apply)

Preference responses were noted in all seven categories, rated as a percentage of total responses received and ranked greatest to least. Please note that 11 of the 297 respondents chose to skip this question.

1. Email (29%)
2. Social Media (19%)
3. CRD Website (17%)
4. Newspaper (14%)
5. Radio (10%)
6. TV News (9%)
7. Other (1%)

NOTE: Percentages above are calculated on the total number of responses provided (637), (remembering that respondents could select more than one response), divided by the total number of responses per category.

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 1)

Capital Regional District | November 12, 2024

Question 7: How do you prefer to provide feedback about the Strategic Plan? (check all that apply).

Preference responses were noted in all eight categories, rated as a percentage of total responses received and ranked greatest to least. Please note that 16 of the 297 respondents chose to skip this question.

1. Online Survey (38%)
2. Email (29%)
3. Online/Virtual Open House (14%)
4. In person open house (9%)
5. Written letter (4%)
6. Paper survey (drop off or mail in) (4%)
7. Phone survey (1%)
8. Other (less than 1%)

NOTE: Percentages above are calculated on the total number of responses provided (537), (remembering that respondents could select more than one response), divided by the total number of responses per category.

Question 8: Is there anything more you would like to know about the Regional Water Supply Services and our commitments?

91 responses were received. Comments varied and included several comments related to services beyond the Regional Water Supply. Of the comments related to the drinking water service, respondents indicated a desire to learn more about the following topics:

- Emergency preparedness
- Environmental protection
- Population growth
- Drought management
- Sustainability
- Cost
- Safety
- Filtration and the future treatment plant
- Risk
- Logging within the watershed

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 1)

Capital Regional District | November 12, 2024

- Watershed management
- Affordability
- Planning and project management for Regional Water Supply
- Demand management
- Water quality
- Education about the Regional Water Supply
- Grey water use
- Rainwater use
- Water conservation

Question 9: Do you have anything else you would like to share with us about the Regional Water Supply Strategic plan?

104 responses were received. Comments varied and included several comments related to services beyond the Regional Water Supply. Of the comments related to the strategic plan, comments focused on the following topics:

- Emergency preparedness
- Environmental protection
- Water access (including equitable access to water)
- Watershed ecosystems
- Population growth
- Drought management
- Sustainability
- Cost
- Affordability
- Support for current water management
- Filtration and the future treatment plant
- How to stay informed about the Strategic Plan
- Watershed management
- Demand management
- Water quality
- Watershed tours

What We Heard Report

Regional Water Supply 2025 Strategic Plan: Community Engagement (Phase 1)

Capital Regional District | November 12, 2024

- Grey water use
- Rainwater use
- Water conservation

Conclusions

Overall, the commitments resonated with the majority of respondents, with 94% of respondents indicating the commitments were Very Important or Important to them.

Responses from the Phase 1 Strategic Plan engagement indicate Phase 2 engagement for the Regional Water Supply Strategic Plan should use digital tools to share information or collect feedback. This includes but is not limited to providing online surveys, virtual information sessions/open houses, social media and an email address where people can provide unscripted responses.

Education and learning about the water supply were also common themes amongst the survey comments. Many respondents noted a lack of understanding of how the water system works, where their water comes from, how the watershed is managed and how all the pieces connect to one another. These inputs will be used to inform phase 2 engagement materials and aligns with proposed actions in the Strategic Plan under commitment #2 - Enhance public connection and confidence of the water supply and value of water.

The survey also revealed less uptake from younger age categories. This could be due to lack of awareness as well as various day-to-day realities of competing for time and attention. To reach a broad range of participants, phase 2 engagement activities will include digital advertising on social channels as well as planned displays or information booths at community locations such as recreation centres or libraries.

Appendices

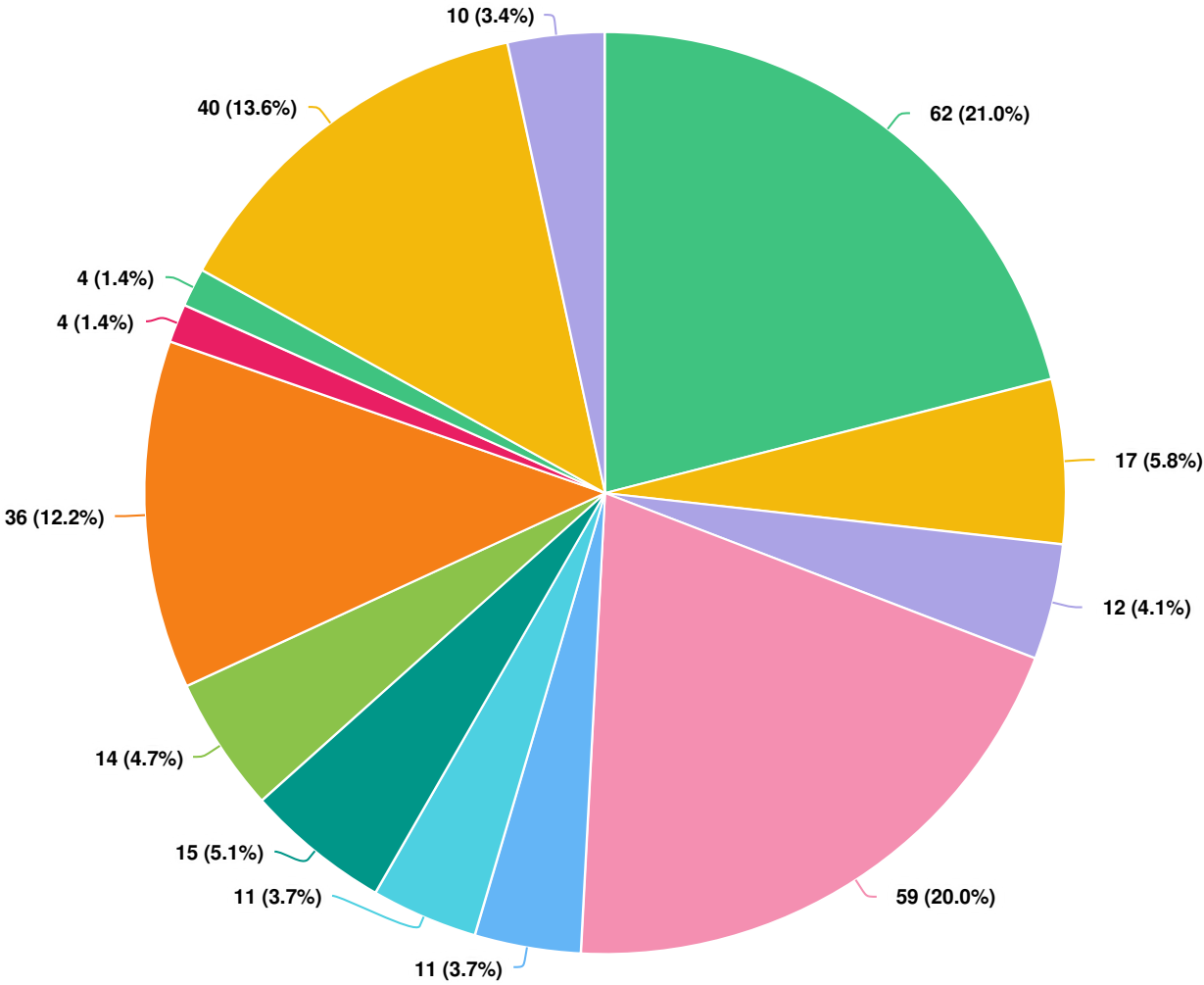
Survey Results

ENGAGEMENT TOOL: SURVEY TOOL

Integrated Water Services - Strategic Plan 2025

Visitors 390	Contributors 289	CONTRIBUTIONS 297
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Where do you live?



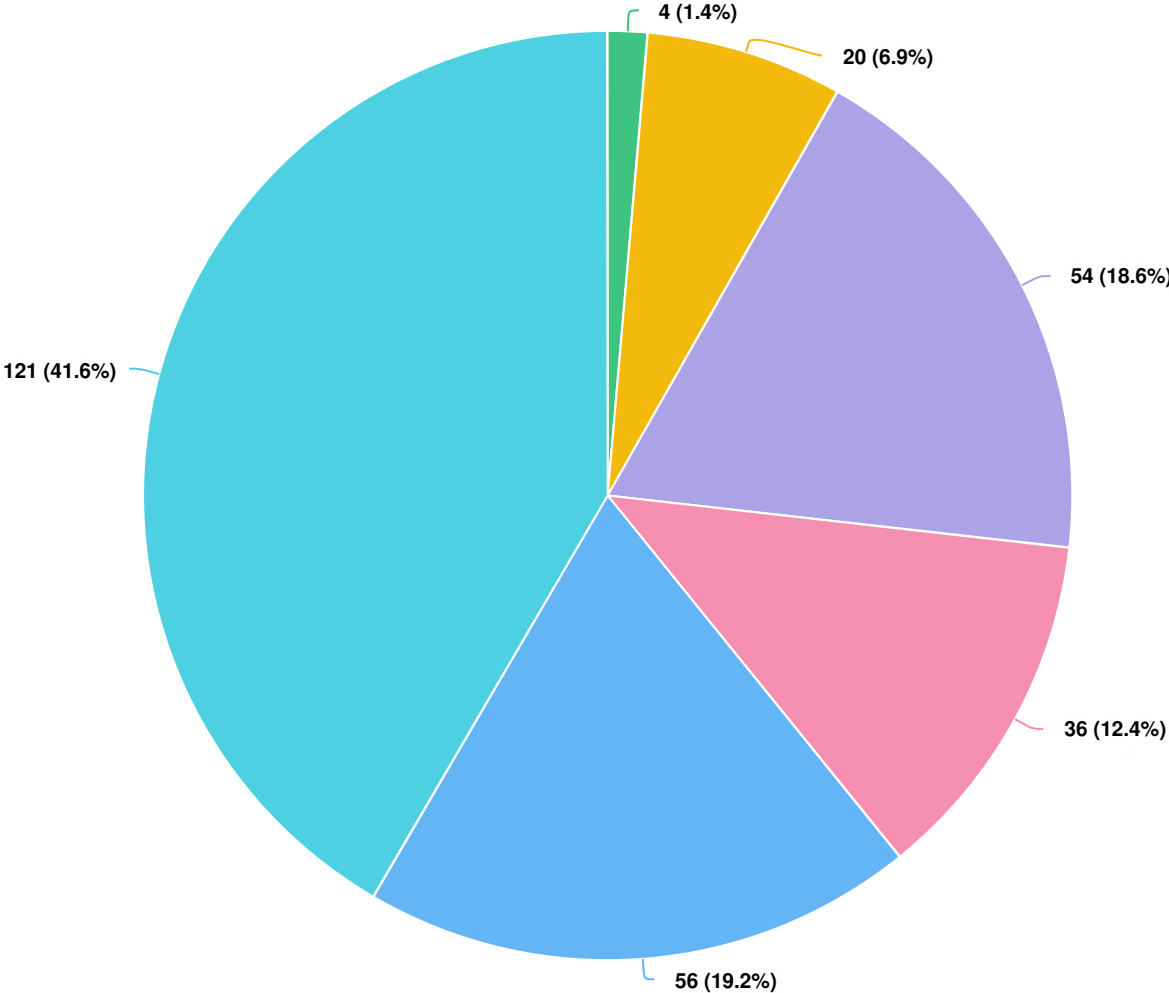
Question options

- Victoria
- Oak Bay
- Esquimalt
- Saanich
- North Saanich
- Central Saanich
- View Royal
- Colwood
- Langford
- Highlands
- Metchosin
- Sooke
- Sidney

Optional question (295 response(s), 2 skipped)

Question type: Radio Button Question

What is your age range?



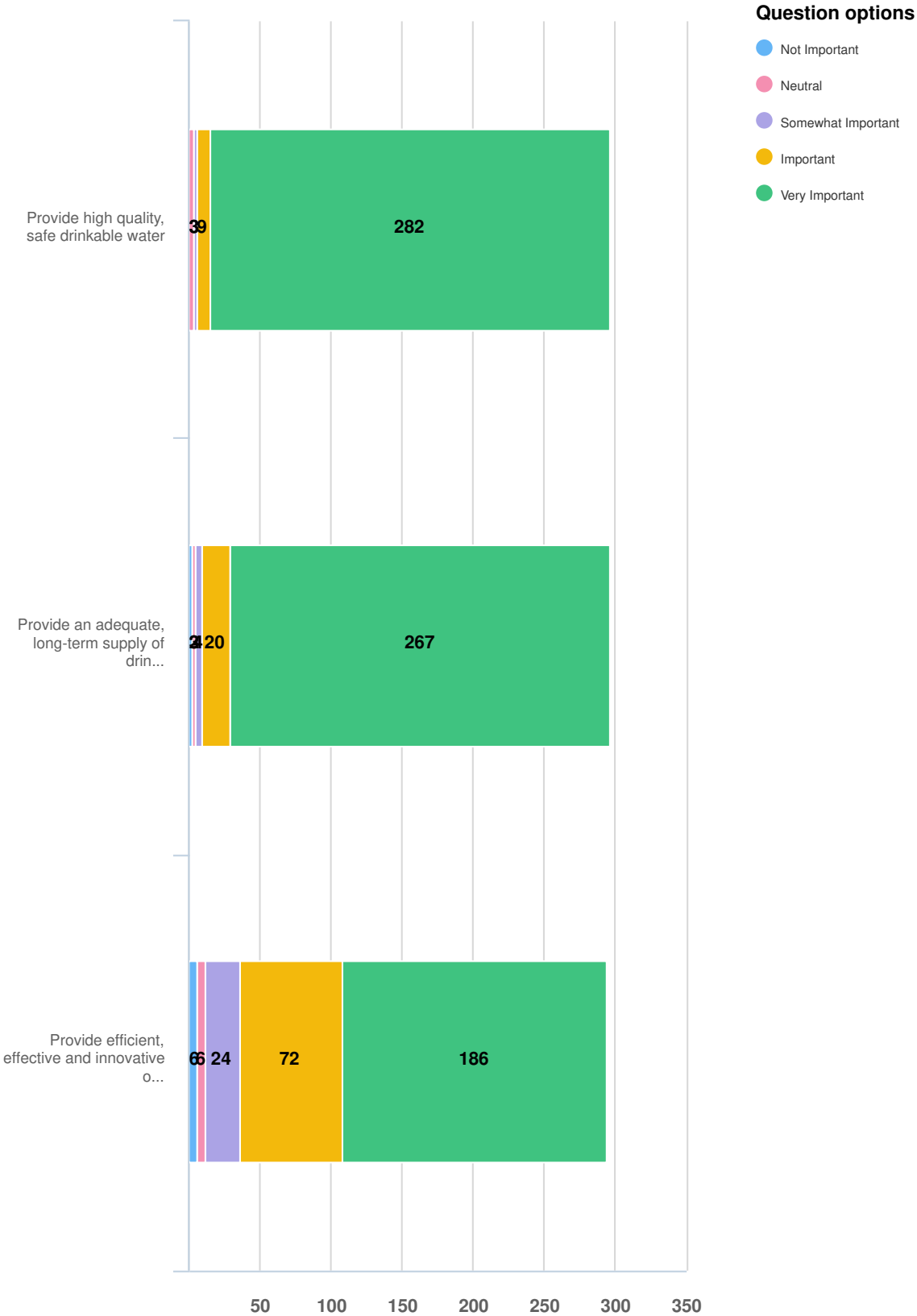
Question options

- 19-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

Optional question (291 response(s), 6 skipped)

Question type: Radio Button Question

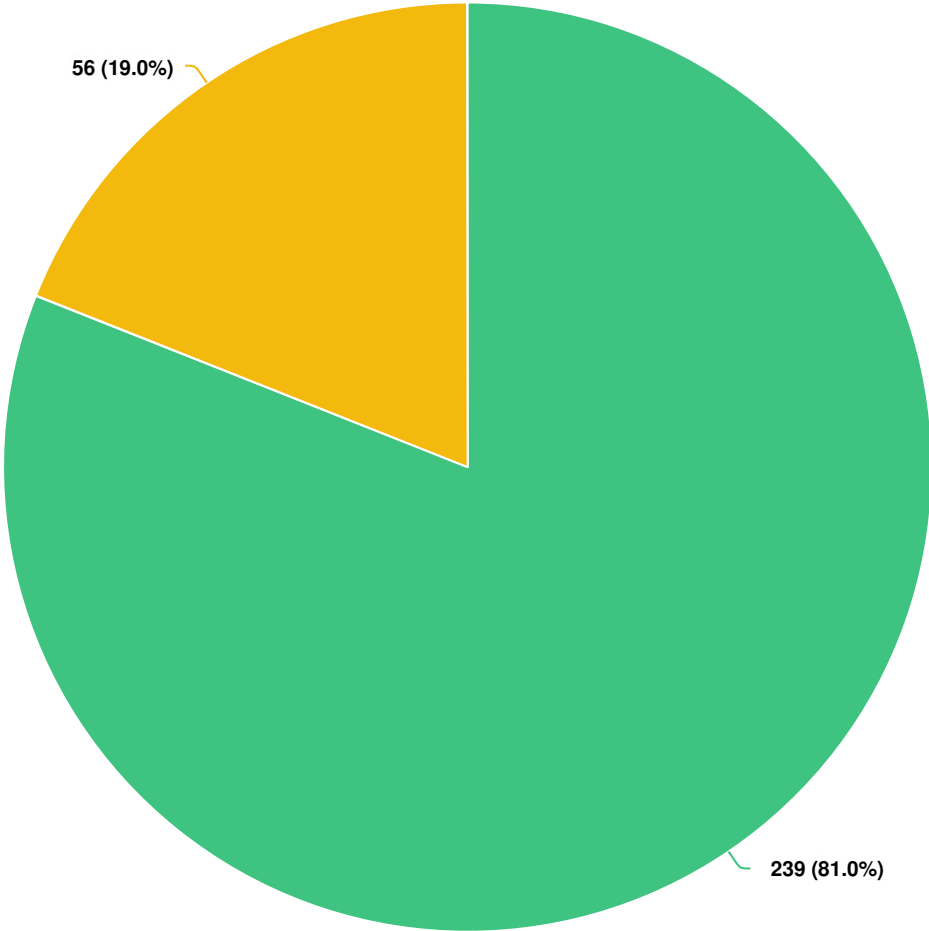
Reflecting on our water supply and future needs, how important are the following commitments to you?



Optional question (297 response(s), 0 skipped)

Question type: Likert Question

Do the above commitments meet your needs as a customer?



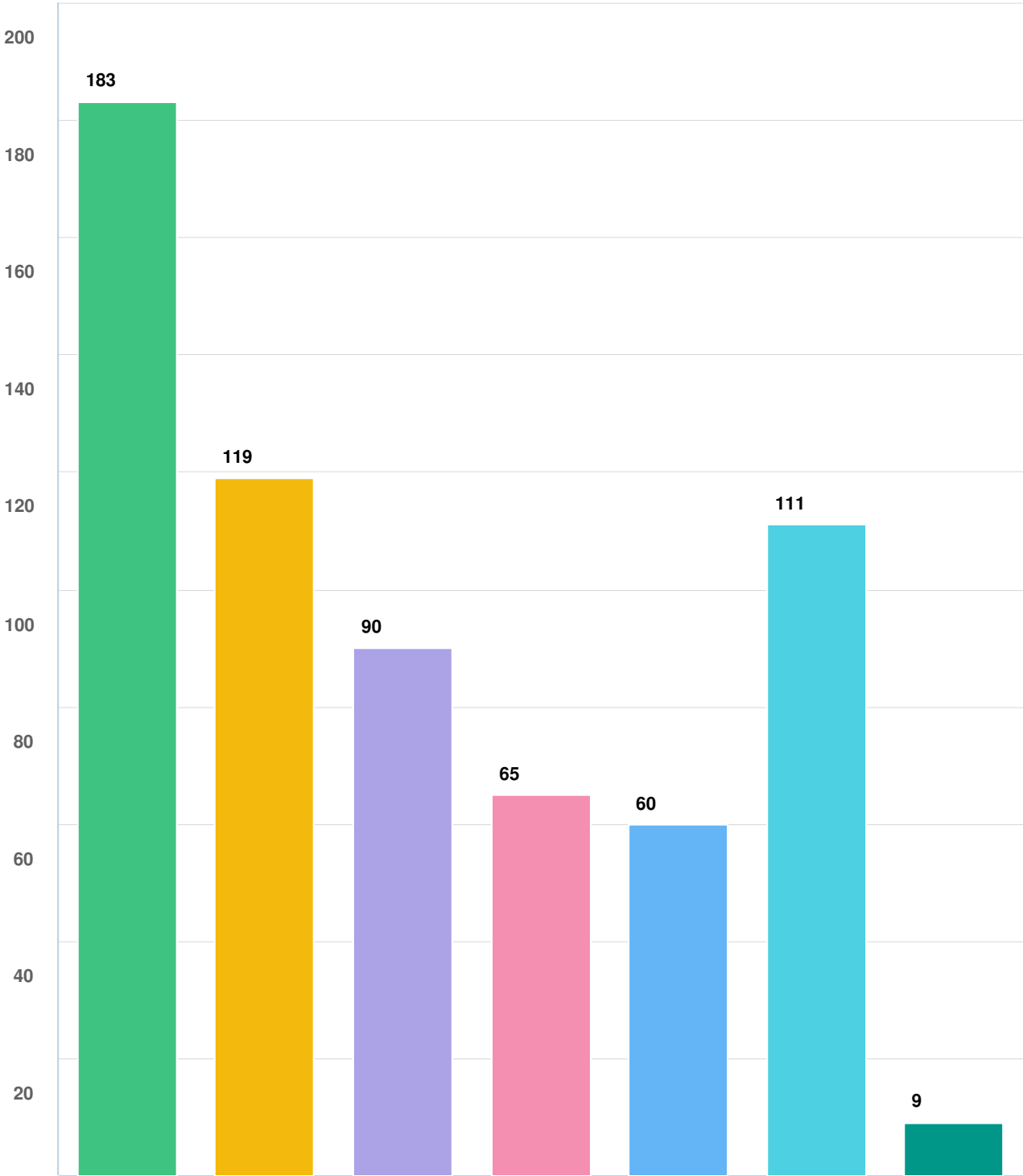
Question options

- No
- Yes

Optional question (295 response(s), 2 skipped)

Question type: Radio Button Question

What is the best way to keep you informed about the Strategic Plan? (check all that apply)



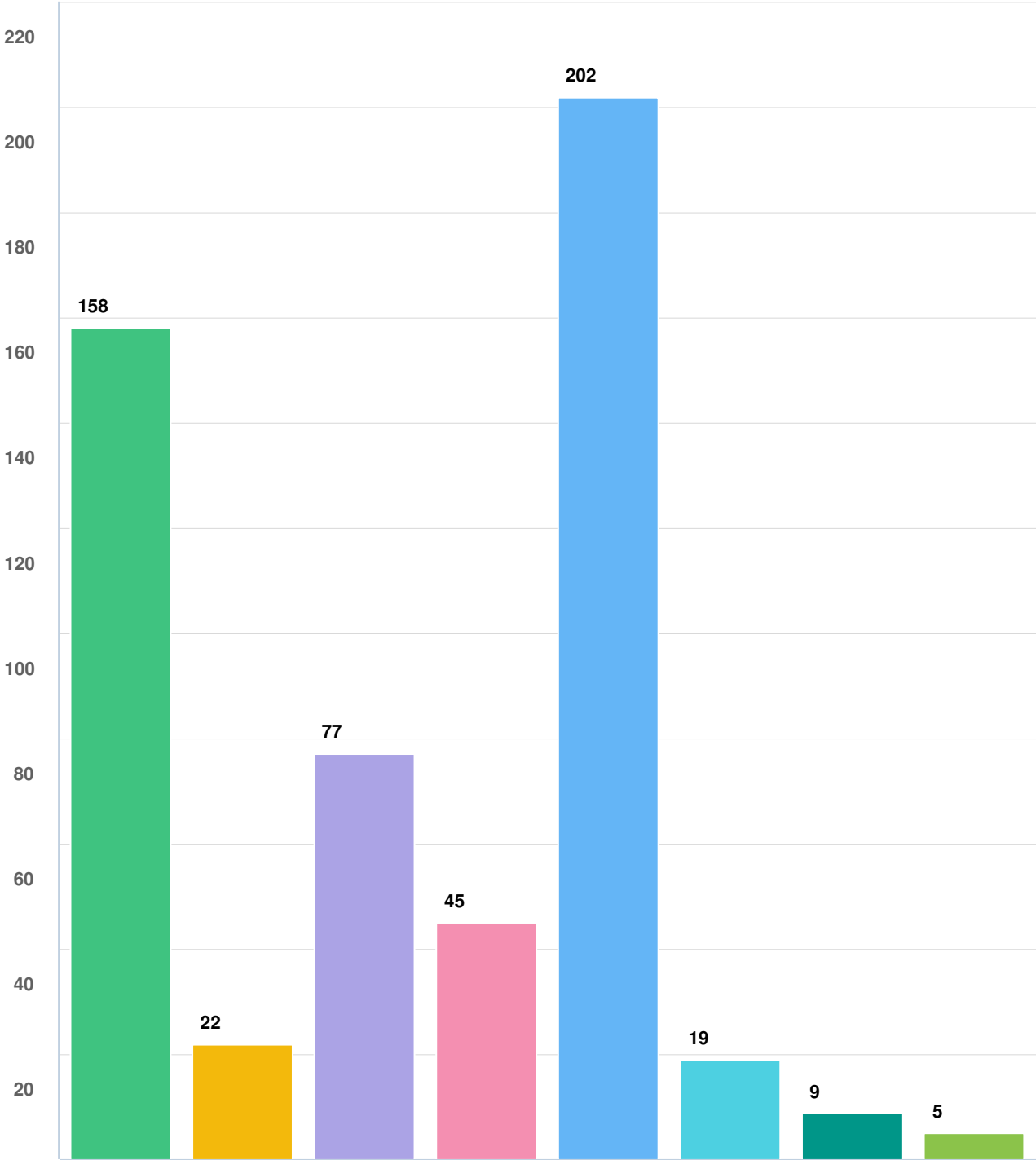
Question options

- Other (please specify)
- Website
- TV News
- Radio
- Newspaper
- Social media
- Email

Optional question (286 response(s), 11 skipped)

Question type: Checkbox Question

How do you prefer to provide feedback about the Strategic Plan? (check all that apply)



Question options

- Other (please specify)
- Survey (by phone)
- Survey (paper drop off or mail-in)
- Survey (online)
- In person open house
- Online/virtual open house
- Written letter
- Email

Optional question (281 response(s), 16 skipped)
Question type: Checkbox Question



**REPORT TO REGIONAL WATER SUPPLY COMMISSION
MEETING OF WEDNESDAY, NOVEMBER 20, 2024**

SUBJECT **Bylaw No. 4652, Water Advisory Committee Bylaw Amendment**

ISSUE SUMMARY

To amend Capital Regional District (CRD) Bylaw No. 2541, “Water Advisory Committee Bylaw No. 1, 1997”, to align the function of the Water Advisory Committee (Committee) with the Regional Water Supply Strategic Plan and the priorities defined within, to provide a direct link to the Regional Water Supply Commission through the Commission’s Vice Chair and to provide clarity on membership representation.

BACKGROUND

Under the *Capital Regional Water Supply and Sooke Hills Protection Regulation*, BC Reg 284/97 (Regulation), the CRD is required to operate an advisory body (Water Advisory Committee or Committee) to provide advice to the Regional Water Supply Commission (Commission) on water supply, water quality, the stewardship of lands held by the Capital Regional District (CRD) for water supply purposes and water conservation measures.

Bylaw No. 2541, “Water Advisory Committee Bylaw No. 1, 1997”, (Appendix A) reiterates the Regulation’s mandate that the Committee will provide advice to the Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation purposes. It would be of benefit to the Commission to provide guidance within the Bylaw around what key issues need to be considered by the Committee, how it provides advice on those key issues and how it is reported back to the Commission.

The Regional Water Supply (RWS) Strategic Plan outlines strategic priorities and actions of importance to the Commission and provides “guidrails” for staff who are responsible for defining shorter term initiatives and service planning delivery. The strategic priorities address changing factors affecting the service while ensuring the achievement of long-term commitments. It is proposed to align the function of the Committee to use the defined priorities in the Regional Water Supply (RWS) Strategic Plan as its guide for advising the Commission.

Under the Regulation there is a requirement for representation from the Regional Water Supply Commission, Juan de Fuca Water Distribution Commission and Saanich Peninsula Water Commission on the Committee. Over the years it has been standard practice that the Vice Chair of each of the Water Commissions be their representative on the Committee.

Bylaw No. 2541 states that there shall be an election each year for a Chair from amongst its members. To provide a direct link between the Committee and the Commission for reporting purposes, it is proposed to have the Regional Water Supply Commission Vice Chair be the Chair of the Committee. Recommendations to the Commission would be brought through its Vice Chair. This leadership on the Committee would help guide the discussions in alignment with the Strategic Plan priorities.

Committee members are defined by the Regulation and Bylaw No. 2541. It is proposed to amend the wording slightly to provide better clarity around First Nations representation by aligning the wording with the CRD Procedures Bylaw and adding that First Nations participation in committee meetings is at their pleasure, where the Nation has an interest in matters being considered by the Committee. It is also proposed to amend the wording for “other bodies the Board considers appropriate” by adding a maximum number of up to five additional members to maintain a practical Committee size.

The current (Appendix D) Water Advisory Committee Terms of Reference have been updated to reflect the changes outlined in Bylaw No. 4652 and to put them into the current template format. A redlined version is attached as Appendix E and clean version attached as Appendix F. The current membership would not be affected by any of the changes and the revised Terms of Reference would be applicable to new members going forward.

Both the bylaw amendments and the Terms of Reference update would be effective in 2025.

ALTERNATIVES

Alternative 1

That the Regional Water Supply Commission recommend to the Capital Regional District Board:

- a) That Bylaw No. 4652 cited as “Water Advisory Committee Bylaw No. 1, 1997, Amendment Bylaw No. 1, 2024”, be introduced and read a first, second, and a third time.
- b) That Bylaw No. 4652 be adopted.
- c) That, upon adoption of Bylaw 4652, the revised Water Advisory Committee Terms of Reference be approved for 2025.

Alternative 2

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

IMPLICATIONS

Alignment with Existing Plans & Strategies

The 2025 Strategic Plan will be used at the highest level to guide the CRD’s commitments to the customers of the Regional Water Supply Service, as well as guide the day-to-day activities and decision making associated with the service, to ensure the safe, reliable and efficient delivery of water supply for the current and future customers in Greater Victoria. The actions will direct the initiatives, projects and studies that will form the annual and five-year work programs, with progress reported to the Water Advisory Committee and Regional Water Supply Commission every two years.

The Committee will have an opportunity to review a copy of the full 2025 Strategic Plan draft document after the completion of the public engagement and the incorporation of the feedback from the public and First Nations consultation.

First Nations Reconciliation

The Regulation and Bylaw both outline a list of groups who will be invited to provide a representative to participate on the Water Advisory Committee. This includes a seat for First Nations, however there are a diverse range of projects, plans and initiatives that could impact First Nations' interests and it is difficult to narrow the scope of participation to just one Nation. By expanding the wording in alignment with that of the CRD Board, it allows for any First Nation to participate as it sees fit, when there is a matter of interest being considered by the Committee.

CONCLUSION

Bylaw No. 4652 amends “Water Advisory Committee Establishment Bylaw No. 1, 1997” to incorporate the Regional Water Supply Strategic Plan defined priorities, clarity on membership and the addition of the Regional Water Supply Commission Vice Chair to act as the Chair of the Water Advisory Committee.

RECOMMENDATION

That the Regional Water Supply Commission recommend to the Capital Regional District Board:

- a) That Bylaw No. 4652 cited as “Water Advisory Committee Bylaw No. 1, 1997, Amendment Bylaw No. 1, 2024”, be introduced and read a first, second, and a third time.
- b) That Bylaw No. 4652 be adopted.
- c) That, upon adoption of Bylaw No. 4652, the revised Water Advisory Committee Terms of Reference be approved for 2025.

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

ATTACHMENT(S)

- Appendix A: Bylaw No. 2541, “Water Advisory Committee Establishment Bylaw No. 1, 1997”
- Appendix B: Bylaw No. 4652, “Water Advisory Committee Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 1, 2024”
- Appendix C: Bylaw No. 2541, Unofficial Redlined Consolidation
- Appendix D: Water Advisory Committee Terms of Reference - Current
- Appendix E: Water Advisory Committee Terms of Reference, Redlined Version
- Appendix F: Updated Committee Terms of Reference - Clean Version

CAPITAL REGIONAL DISTRICT

BYLAW NO. 2541

A BYLAW FOR THE ESTABLISHMENT AND OPERATION OF A REGIONAL WATER SUPPLY
PROTECTION AND CONSERVATION ADVISORY COMMITTEE

WHEREAS

- A. Section 2 of the *Capital Region Water Supply and Sooke Hills Protection Act* (the "Act") requires the Regional District to establish by bylaw a water supply local service of the Regional District.
- B. Section 4 of the Act requires the Regional District Board to establish by bylaw a Regional Water Supply Commission.
- C. Section 8 of the Capital Region Water Supply and Sooke Hills Protection Regulation Order-In-Council No. 0971 requires the Regional District Board to appoint a Regional Water Supply, Protection and Conservation Advisory Committee to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation measures.

NOW, THEREFORE, the Board of the Capital Regional District in open meeting assembled ENACTS AS FOLLOWS:

- 1. A *Regional Water Supply, Protection and Conservation Advisory Committee* (hereinafter called the "Water Advisory Committee") is hereby established.
- 2. The membership of the *Water Advisory Committee* is comprised as follows:
 - (a) one representative each from the Regional Water Supply Commission, the Juan de Fuca Water Distribution Commission and the Saanich Peninsula Water Commission.
 - (b) one representative from each of the following:
 - agricultural community
 - groups concerned with the protection of fish habitats
 - First Nations
 - environmental groups
 - commercial and industrial water users
 - residents and ratepayers associations
 - Capital Region Health Board
 - scientific community
 - other bodies the Regional District Board considers appropriate.

3. The terms of office of the members of the commission shall be for a two year period except that initial appointments shall be as follows:
 - (a) five of the appointees shall hold office from the date of appointment until one year from the date of initial appointment.
 - (b) six of the appointees shall hold office from the date of appointment until two years from the date of initial appointment.
4. A quorum of the *Water Advisory Committee* is a majority of its members.
5. The *Water Advisory Committee* shall each year elect a Chairperson from amongst its members.
6. The *Water Advisory Committee* shall observe at its meetings the rules of procedure for the Regional District as far as they are applicable.
7. The *Water Advisory Committee* shall provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation purposes.
8. This Bylaw may be cited as the "Water Advisory Committee Bylaw No. 1, 1997".

READ A FIRST TIME THIS 10th day of Sept. 1997

READ A SECOND TIME THIS 17th day of Dec. 1997

READ A THIRD TIME THIS 17th day of Dec. 1997

ADOPTED THIS 17th day of Dec. 1997



 CHAIRPERSON



 SECRETARY

B.C. Reg. 284/97
O.C. 971/97

Deposited August 1, 1997

Capital Region Water Supply and Sooke Hills Protection Act

**CAPITAL REGION WATER SUPPLY AND SOOKE HILLS
PROTECTION REGULATION**

Contents

- 1 Definitions
- 2 Water service areas
- 3 Establishment of a regional water supply commission
- 4 Procedures of the regional water supply commission
- 5 Strategic plan
- 6 Establishment of the Juan de Fuca water distribution commission
- 7 Water distribution plan for the Western Communities
- 8 Regional Water Supply, Protection and Conservation Advisory Committee
- 9 Sooke Hills Wilderness Regional Park management plan
- 10 Other park lands
- 11 Continuation of powers of the water district
- 12 Further powers

Definitions

1 In this regulation:

“water distribution commission” means the Juan de Fuca water distribution commission established by the regional district board under section 6 (2) (h) of the *Capital Region Water Supply and Sooke Hills Protection Act*;

“water supply commission” means the regional water supply commission established by the regional district board under section 4 of the *Capital Region Water Supply and Sooke Hills Protection Act*.

Water service areas

- 2 (1) The bylaws establishing local service areas under sections 2 and 3 of the *Capital Region Water Supply and Sooke Hills Protection Act* must be submitted for the approval of the Inspector of Municipalities by September 30, 1997.
- (2) The bylaws referred to in subsection (1) must be adopted by the regional district board by March 31, 1998.

Establishment of a regional water supply commission

- 3 (1) A bylaw establishing a standing committee of the regional district board known as the regional water supply commission must be adopted by the regional district board by September 30, 1997.
- (2) The members of the water supply commission are as follows:
 - (a) any members of the council of each municipality within the participating area appointed by the council and equivalent in number to those the municipality has on the regional district board;

B.C. Reg. 284/97

CAPITAL REGION WATER SUPPLY AND SOOKE HILLS PROTECTION ACT

CAPITAL REGION WATER SUPPLY AND SOOKE HILLS PROTECTION REGULATION

- (b) the director for the Sooke Electoral Area.
- (3) Prior to appointing members to the water supply commission, a municipal council must provide an opportunity for the public to advise the council on appointments to the water supply commission by
- (a) holding a public meeting to discuss the appointments,
 - (b) scheduling a portion of a regular council meeting to discuss the appointments, or
 - (c) otherwise offering the public a reasonable opportunity to advise council on the appointments.
- (4) Section 783 of the *Municipal Act* governs the number of votes that each member of the water supply commission may cast on resolutions before that commission.
- (5) A quorum of the water supply commission is a majority of its members.
- (6) If a position on the water supply commission becomes vacant, the vacancy must be filled
- (a) in the case where the incumbent was the director for the Sooke Electoral Area, at the next election of such directors, and
 - (b) in the case of an appointee of a municipal council, by the municipal council making a new appointment within 30 days of the vacancy arising.
- (7) Alternate members of the water supply commission may be appointed to act in the absence of members and sections 786 and 787 of the *Municipal Act* apply to these directors and their appointment.
- (8) The term for members on the water supply commission ends immediately before the first Monday following December 1 in the year of the general local elections.

Procedures of the regional water supply commission

- 4 (1) The water supply commission must review any matter, relating to the regional water supply service, initiated by the water supply commission or referred to it by the regional board, a participating municipal council, the Saanich Peninsula Water Commission, the water distribution commission, or a participating electoral area director.
- (2) The water supply commission must consider any matter referred to it under subsection (1) within a reasonable period of time.

Strategic plan

- 5 (1) The regional district board must adopt a bylaw before December 31, 1999 to establish a strategic plan for a 20 year period respecting
- (a) the region's water supply,
 - (b) water conservation, and
 - (c) management of the catchment lands.

B.C. Reg. 284/97

CAPITAL REGION WATER SUPPLY AND SOOKE HILLS PROTECTION ACT

CAPITAL REGION WATER SUPPLY AND SOOKE HILLS PROTECTION REGULATION

-
- (2) The regional district board must prepare a consultation plan which will provide for early, ongoing and continuous involvement of the public in the development of the strategic plan.
 - (3) Once a bylaw establishing a strategic plan is adopted, it must be reviewed by the water supply commission on a regular basis.
 - (4) The strategic plan referred to in subsection (1) must include studies of water conservation and demand management.

Establishment of the Juan de Fuca water distribution commission

- 6 (1) A bylaw establishing a standing committee of the regional board known as the Juan de Fuca water distribution commission must be adopted by the regional district board by September 30, 1997.
- (2) The water distribution commission is a standing committee under Part 24 of the *Municipal Act*.
- (3) The water distribution commission includes council members, as specified in this section, from each of the following participating areas:
 - (a) the City of Colwood;
 - (b) the District of Langford;
 - (c) the Town of View Royal;
 - (d) the District of Metchosin;
 - (e) the Sooke Electoral Area.
- (4) The number of members of the water distribution commission that a council of a participating area may appoint is equal to the number of council members that municipality has on the regional district board.
- (5) The director for the Sooke Electoral Area is a member of the water distribution commission.
- (6) Section 783 of the *Municipal Act* governs the number of votes that each member of the water distribution commission may cast on resolutions before that commission.
- (7) Prior to appointing a member to the water distribution commission, a municipal council must provide an opportunity for the public to advise council on appointments to the water distribution commission as described in section 3 (3).
- (8) A quorum of the water distribution commission is a majority of its members.
- (9) If a position on the water distribution commission becomes vacant, the vacancy must be filled
 - (a) in the case where the incumbent was the director for the Sooke Electoral Area, at the next election of such directors, and

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CAPITAL REGION WATER SUPPLY AND SOOKE HILLS PROTECTION REGULATION

-
- (b) in the case an appointee of a municipal council, by the municipal council making a new appointment within 30 days of the vacancy arising.
- (10) Alternate members on the water distribution commission may be appointed to act in the absence of the member and these alternate members must be appointed in the same manner as alternate municipal or electoral area directors are appointed under sections 786 and 787 of the *Municipal Act*.
- (11) The term for members on the water distribution commission ends immediately before the first Monday following December 1 in the year of the general local elections.

Water distribution plan for the Western Communities

- 7 (1) The water supply commission must, before December 31, 1998, determine those water supply facilities within the boundary of the water distribution service area which will remain as part of the regional water supply service.
- (2) The water distribution commission must, prior to December 31, 1999, develop a plan for rationalization of the water distribution system in the Western Community municipal participating areas and the Sooke Electoral Area.
- (3) The plan must consider whether the water distribution system within the Western Community municipal participating areas, should continue to be owned and operated by the regional district, or whether it should be transferred to the Western Community municipal participating areas.

Regional Water Supply, Protection and Conservation Advisory Committee

- 8 (1) The regional district board must, before December 31, 1997, appoint a Regional Water Supply, Protection and Conservation Advisory Committee to provide advice to the water supply commission on water supply, water quality, the stewardship of the lands held by the regional district for water supply purposes and water conservation measures.
- (2) The Regional Water Supply, Protection and Conservation Advisory Committee must have representation from the regional water supply commission, the water distribution commission and the Saanich Peninsula Water Commission and each of the following must be invited to provide a representative:
- (a) the agricultural community;
 - (b) groups concerned with the protection of fish habitats;
 - (c) First Nations;
 - (d) environmental groups;
 - (e) commercial and industrial water users;
 - (f) residents and ratepayer's associations;
 - (g) Capital Region Health Board;
 - (h) the scientific community;

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CAPITAL REGION WATER SUPPLY AND SOOKE HILLS PROTECTION REGULATION

(i) other bodies the regional district board considers appropriate.

Sooke Hills Wilderness Regional Park management plan

- 9
- (1) The regional district board must submit a bylaw amending its official regional park plan under the *Park (Regional) Act* to include the land described in the Schedule to the *Capital Region Water Supply and Sooke Hills Protection Act* or any lands prescribed in section 5 (8) of that Act. to the Minister of Environment, Lands and Parks by December 31, 1997.
 - (2) The regional district board must adopt the bylaw amending its official regional park plan under the *Park (Regional) Act* to include the land described in the Schedule to the *Capital Region Water Supply and Sooke Hills Protection Act* or any lands prescribed under section 5 (8) of that Act, by March 31, 1998.
 - (3) The regional district board must adopt a bylaw setting out a park management plan for the Sooke Hills Wilderness Regional Park by December 31, 2000.
 - (4) The regional district board must prepare a consultation plan which will provide for early, on-going and continuous involvement of the public in development of the park management plan.
 - (5) The park management plan bylaw must be submitted to the Minister of Environment, Lands and Parks for approval before June 30, 2000.

Other park lands

- 10
- (1) The regional district must not dispose of, or change the use of, the following lands formerly held by the Greater Victoria Water District except for the purpose of a park, without the approval of the Minister:
 - (a) Section 21, Otter Land District;
 - (b) Section 61, Goldstream District;
 - (c) Remainder of Lot 8, Block 15, Plan 2434, Sections 52 and 53, Sooke Land District.

Continuation of Powers of the Water District

- 11
- The powers formerly contained in section 98 of the *Greater Victoria Water District Act* apply to the regional district.

Further powers

- 12
- (1) The regional district may provide water service to individual customers, improvement districts, Indian Bands and Indian Reserves outside the water distribution service area, but within the boundary of the regional district.
 - (2) Any person who hinders or interrupts, or causes or procures to be hindered or interrupted, the regional district, its agents, servants, contractors, workmen, or any of them, in the exercise of any of the powers and authorities conferred by this

**B.C. Reg. 284/97 CAPITAL REGION WATER SUPPLY AND SOOKE HILLS PROTECTION ACT
CAPITAL REGION WATER SUPPLY AND SOOKE HILLS PROTECTION REGULATION**

regulation, shall be liable, on summary conviction, to a fine of not more than \$2 000 or to imprisonment for not more than 6 months, or to both.

[Provisions of the *Capital Region Water Supply and Sooke Hills Protection Act*, S.B.C. 1997, c. 5, relevant to the enactment of this regulation: section 6]

Queen's Printer for British Columbia
Victoria, 1998

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4652

A BYLAW TO AMEND BYLAW NO. 2541
WATER ADVISORY COMMITTEE BYLAW NO. 1, 1997

WHEREAS:

- A. Under Bylaw No. 2541, "Water Advisory Committee Bylaw No. 1, 1997", the Regional Board established a Regional Water Supply, Protection and Conservation Advisory Committee to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation measures;
- B. To align the function of the Water Advisory Committee with the Regional Water Supply Strategic Plan and the priorities defined within, to provide a direct link to the Regional Water Supply Commission through the Commission's Vice Chair and to provide clarity on membership representation; and
- C. The Board wishes to amend Bylaw No. 2541 to ensure consistency between the work of the Water Advisory Committee and the Regional Water Supply Commission's strategic priorities.

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

- 1. Bylaw No. 2541, "Water Advisory Committee Bylaw No. 1, 1997", is hereby amended as follows:
 - (a) By amending Section 2(b) to remove from the bulleted list "First Nations" and "other bodies the Regional District Board considers appropriate."
 - (b) By inserting as Section 2(c) the following:
 - (c) up to five representatives from other bodies the Regional District Board considers appropriate.
 - (c) By inserting as Section 2(d) the following:
 - (d) one representative from each First Nation in the Capital Regional District, who may participate in Water Advisory Committee meetings at their pleasure, in accordance with Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", where the First Nation has an interest in matters being considered by the Water Advisory Committee.
 - (d) By amending section 3 to insert ", to a maximum participation of three terms (i.e. six years)," between the words "two year period" and "except".
 - (e) By replacing Section 5 with the following:
 - 5. The Water Advisory Committee shall, at its first meeting each year, appoint as its Chair the Vice-Chair of the Regional Water Supply Commission, with a term commencing and ending commensurate to the term of the Vice-Chair. The Water Advisory Committee shall,

at its first meeting each year, elect from among its members a Vice-Chair of the Water Advisory Committee.

(f) By amending section 6 as follows:

6. The Committee must follow Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", when conducting a meeting, so far as they are applicable.

(g) By amending section 7 as follows:

7. The mandate of the Water Advisory Committee is to provide advice to the Regional Water Supply Commission, with a view to the current Strategic Plan approved by the Regional Water Supply Commission and the priorities defined within, on water supply, water quality, and stewardship of the lands held by the Regional District for water supply and water conservation purposes.

2. This Bylaw may be cited for all purposes as the "Water Advisory Committee Bylaw No. 1, 1997", Amendment Bylaw No. 1, 2024".

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

CHAIR

CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 2541**

A BYLAW FOR THE ESTABLISHMENT AND OPERATION OF A REGIONAL WATER SUPPLY
PROTECTION AND CONSERVATION ADVISORY COMMITTEE

WHEREAS

- A. Section 2 of the Capital Region Water Supply and Sooke Hills Protection Act (the "Act") requires the Regional District to establish by bylaw a water supply local service of the Regional District.
- B. Section 4 of the Act requires the Regional District Board to establish by bylaw a Regional Water Supply Commission.
- C. Section 8 of the Capital Region Water Supply and Sooke Hills Protection Regulation Order-In-Council No. 0971 requires the Regional District Board to appoint a Regional Water Supply, Protection and Conservation Advisory Committee to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation measures.

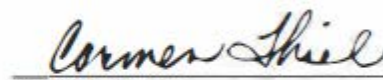
NOW, THEREFORE, the Board of the Capital Regional District in open meeting assembled ENACTS AS FOLLOWS:

- 1. A Regional Water Supply, Protection and Conservation Advisory Committee (hereinafter called the "Water Advisory Committee") is hereby established.
- 2. The membership of the Water Advisory Committee is comprised as follows:
 - (a) one representative each from the Regional Water Supply Commission, the Juan de Fuca Water Distribution Commission and the Saanich Peninsula Water Commission.
 - (b) one representative from each of the following:
 - agricultural community
 - groups concerned with the protection of fish habitats
 - environmental groups
 - commercial and industrial water users
 - residents and ratepayers associations
 - Capital Region Health Board
 - scientific community
 - (c) up to five representatives from other bodies the Regional District Board considers appropriate.
 - (d) one representative from each First Nation in the Capital Regional District, who may participate in Water Advisory Committee meetings at their pleasure, in accordance with Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", where the First Nation has an interest in matters being considered by the Water Advisory Committee.

3. The terms of office of the members of the commission shall be for a two-year period, to a maximum participation of three terms (i.e. six years), except that initial appointments shall be as follows:
 - (a) five of the appointees shall hold office from the date of appointment until one year from the date of initial appointment.
 - (b) six of the appointees shall hold office from the date of appointment until two years from the date of initial appointment.
4. A quorum of the Water Advisory Committee is a majority of its members.
5. The Water Advisory Committee shall, at its first meeting each year, appoint as its Chair the Vice-Chair of the Regional Water Supply Commission, with a term commencing and ending commensurate to the term of the Vice-Chair. The Water Advisory Committee shall, at its first meeting each year, elect from among its members a Vice-Chair of the Water Advisory Committee.
6. The Committee must follow Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", when conducting a meeting, so far as they are applicable.
7. The mandate of the Water Advisory Committee is to provide advice to the Regional Water Supply Commission with a view to the current Strategic Plan approved by the Regional Water Supply Commission and the priorities defined within, on water supply, water quality and stewardship of the lands held by the Regional District for water supply purposes and water conservation purposes.
8. This Bylaw may be cited as the "Water Advisory Committee Bylaw No. 1, 1997".

READ A FIRST TIME THIS	10 th	day of	Sept.	1997
READ A SECOND TIME THIS	17 th	day of	Dec.	1997
READ A THIRD TIME THIS	17 th	day of	Dec.	1997
ADOPTED THIS	17 th	day of	Dec.	1997


 CHAIRPERSON


 SECRETARY



Making a difference...together

CAPITAL REGIONAL WATER DISTRICT
REGIONAL WATER SUPPLY, PROTECTION
AND CONSERVATION ADVISORY COMMITTEE
(WATER ADVISORY COMMITTEE)

TERMS OF REFERENCE

BACKGROUND

In 1997 the *Greater Victoria Water District Act* was repealed and replaced by the *Capital Regional Water Supply and Sooke Hills Protection Act (Act)*. The implementation of the Act is governed by the Capital Regional Water Supply and Sooke Hills Protection Regulation (Regulation). Both the Act and the Regulation were enacted August 1, 1997.

Under the Regulation the Capital Regional District (CRD) must establish by bylaw a standing committee of the Regional Board known as the Regional Water Supply Commission (Commission). The Commission was established in September, 1997. The Regulation further requires the appointment of a Regional Water Supply, Protection and Conservation Advisory Committee (Committee) to provide advice to the Commission on water supply, water quality, the stewardship of lands held by the CRD for water supply purposes and water conservation measures.

COMMITTEE MEMBERSHIP

The Committee will have up to 16 members with representation from:

1. The Regional Water Supply Commission;
2. The Juan de Fuca Water Distribution Commission; and
3. The Saanich Peninsula Water Commission.

In addition each of the following groups will be invited to provide names of potential representatives.

1. The agriculture community;
2. Groups concerned with the protection of fish habitats;
3. First Nations;
4. Environmental groups;
5. Commercial and industrial water users;
6. Residents and ratepayers' associations;
7. Island Health;
8. The scientific community; and
9. Other bodies the Regional District Board considers appropriate.

TERM OF SERVICE

In order to ensure on-going opportunities to serve on the committee and to maintain continuity, half of the appointees will serve a term of one (1) year. Thereafter, public members of the Committee will serve for a period of two (2) years, to a maximum participation of three terms (i.e. six years)

The Committee may request that the Commission replace a member who has missed three consecutive meetings.

COMMITTEE MANDATE

The general mandate of the Committee is to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation measures.

The responsibilities of the Committee include:

1. Reviewing options for water supply, water quality, water conservation and the stewardship of catchment lands based on their technical and economic merit;
2. Taking into consideration the social and environmental impacts in the review of options;
3. Ensuring all relevant issues are being considered;
4. Advising on the development of a public consultation process;
5. Attending and participating, when required, in public meetings, open houses, etc.;
6. Communicating the issues being considered to groups represented by the Committee members and reporting comments/concerns back to the Committee;
7. Reaching consensus through constructive discussion on all issues; and
8. Formulating recommendations to be forwarded to the Regional Water Supply Commission.

GENERAL COMMITTEE OPERATIONS

1. The General Manager of Integrated Water Services will be the staff liaison for the Committee. Other staff and/or persons may be invited to participate in making presentations to the Committee in order to benefit from additional expertise pertaining to issues being considered.
2. Issues requiring consideration by the Committee will be identified by the Commission, staff or the Committee. Issues and recommendations for the Committee's consideration will be submitted to the Committee in the form of a staff report containing identification of the issue, background information on the issue, alternative solutions to the issue, implications of the alternatives, and a recommendation.
3. The first meeting of the Committee will be chaired by a representative from the Regional Water Supply Commission or their designate until the Committee elects a Chair from among its members. The nominee receiving the majority of votes from the Committee members then present shall be the Committee Chair. The Chair will call for nominations for Deputy Chair. The nominee receiving the majority of votes from the committee members then present shall be the Deputy Chair.
4. Committee meetings will be open to the public and the media. Members of the public will be permitted to make presentations, limited to a maximum of five minutes duration, at the beginning of each meeting, and a time will be set aside for the public to pose questions regarding committee business at the end of each meeting.
5. Regular meetings of the Committee will be set based on the need for consideration of issues identified by the Commission or staff, or at the call of the Committee Chair. At a minimum there will be two meetings per year.

6. Summary minutes of each meeting will be maintained, recording members present, the key points of discussion and action items. The committee's goal is to reach decisions by consensus, however where consensus is not possible, the Chair may call for a vote which will decide the issue by simple majority. Where a vote is taken, the number of votes for and against the motion will be recorded and this information will be provided to the Commission along with the recommendation. The duties of Secretary of the Committee will be undertaken by Integrated Water Services staff. Minutes of each meeting will be circulated to Committee members with the agenda of the next meeting. Minutes will be approved at the following meeting. Approved Committee minutes will be provided to the Commission.
7. Items to be included in the agenda must be received by the Committee secretary at least one week in advance of a meeting. Following review by the Chair, the agenda will be distributed. Items received from committee members after the agenda deadline may be added to the agenda at the meeting.
8. Reports and recommendations from the Committee will be forwarded to the Commission through the Committee Chair. Alternatively, where the Committee makes a recommendation to staff, the Committee's recommendation will be incorporated in a report by staff to the Commission.

Terms of Reference



~~CAPITAL REGIONAL WATER DISTRICT~~

~~REGIONAL WATER SUPPLY, PROTECTION AND CONSERVATION ADVISORY COMMITTEE (WATER ADVISORY COMMITTEE)~~

~~TERMS OF REFERENCE~~

~~BACKGROUND PREAMBLE~~

In 1997 the *Greater Victoria Water District Act* was repealed and replaced by the *Capital Regional Water Supply and Sooke Hills Protection Act* (Act). The implementation of the Act is governed by the Capital Regional Water Supply and Sooke Hills Protection Regulation (Regulation). Both the Act and the Regulation were enacted August 1, 1997.

Under the Regulation the Capital Regional District (CRD) must establish by bylaw a standing committee of the Regional Board known as the Regional Water Supply Commission (Commission). The Commission was established in September, 1997. The Regulation further requires the appointment of a Regional Water Supply, Protection and Conservation Advisory Committee (Committee) to provide advice to the Commission on water supply, water quality, the stewardship of lands held by the CRD for water supply purposes and water conservation measures.

[These terms of reference serve to clarify the mandate, responsibilities and procedures and supplement Bylaw No. 2541, "Water Advisory Committee Bylaw No. 1, 1997".](#)

[The Committee's official name is to be:](#)

[Water Advisory Committee](#)

[1.0 COMMITTEE MANDATE PURPOSE](#)

[The general mandate of the Committee is to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation measures related to the potable water supply and in alignment with the priorities outlined in the Regional Water Supply Strategic Plan.](#)

[The responsibilities of the Committee include:](#)

- [a\) Reviewing options for water supply, water quality, water conservation and the stewardship of catchment lands based on their technical and economic merit;](#)
- [b\) Taking into consideration the social and environmental impacts in the review of options;](#)
- [c\) Ensuring all relevant issues are being considered;](#)
- [d\) Advising on the development of a public consultation process;](#)

e) Attending and participating, when required, in public meetings, open houses, etc.:

Communicating the issues being considered to groups represented by the Committee members and reporting comments/concerns back to the Committee;

f) Reaching consensus through constructive discussion on all issues; and

g) Formulating Making recommendations to be forwarded to the Regional Water Supply Commission.

ESTABLISHMENT AND AUTHORITY

2.0

a) The mandate of the Water Advisory Committee is to provide advice to the Regional Water Supply Commission with a view to the current Strategic Plan approved by the Regional Water Supply Commission and the priorities defined within, on water supply, water quality, and the stewardship of the lands held by the Regional District for water supply purposes and water conservation purposes.~~will~~

b) The Water Advisory Committee shall, at its first meeting each year, appoint as its Chair the Vice-Chair of the Regional Water Supply Commission, with a term commencing and ending commensurate to the term of the Vice-Chair. The Water Advisory Committee shall, at its first meeting each year, elect from among its members a Vice-Chair of the Water Advisory Committee.

TERM OF SERVICE

~~In order to ensure on-going opportunities to serve on the committee and to maintain continuity, half of the appointees will serve a term of one (1) year. Thereafter, public members of the Committee will serve for a period of two (2) years, to a maximum participation of three terms (i.e. six years). The Committee may request that the Commission replace a member who has missed three consecutive meetings.~~

3.0 COMMITTEE MEMBERSHIP COMPOSITION

~~The Committee will have up to 16 members with representation from:~~

~~-~~

- ~~1. The Regional Water Supply Commission;~~
- ~~2. The Juan de Fuca Water Distribution Commission; and~~
- ~~3. The Saanich Peninsula Water Commission.~~

~~In addition each of the following groups will be invited to provide names of potential representatives.~~

The Committee shall consist of 11 members, with a diversity of background, interests and geographical location, representing a balance between technical and non-technical members and industry and public members.

The membership of the Water Advisory Committee is comprised as follows:

(a) one representative each from the Regional Water Supply Commission, the Juan de Fuca Water Distribution Commission and the Saanich Peninsula Water Commission.

(b) One (1) representative from each of the following:

- The agriculture community;
- Groups concerned with the protection of fish habitats;
- ~~First Nations;~~
- Environmental groups;
- Commercial and industrial water users;
- Residents and ratepayers' associations;

- Island Health;
- The scientific community; ~~and~~

(c) up to five representatives from other bodies the Regional District Board considers appropriate.

(d) one representative from each First Nation in the Capital Regional District, who may participate in Water Advisory Committee meetings at their pleasure, in accordance with Bylaw No. 3828, “Capital Regional District Board Procedures Bylaw, 2012”, where the First Nation has an interest in matters being considered by the Water Advisory Committee.

~~1. Other bodies the Regional District Board considers appropriate to be.~~

4.0 TERM OF SERVICE

In order to ensure on-going opportunities to serve on the Committee and to maintain continuity, the Regional Water Supply Commission will appoint Committee members for up to a two-year term, to a maximum participation of three terms (i.e. six years). The Committee may request that the Commission replace a member who has missed three consecutive meetings.

~~_____~~
~~_____~~
~~_____~~
~~_____~~

~~1.0 COMMITTEE MANDATE~~

~~1.0~~

~~1.0 The general mandate of the Committee is to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation measures.~~

~~1.0~~

~~1.0 The responsibilities of the Committee include:~~

~~1.0~~

~~a) 1.0 Reviewing options for water supply, water quality, water conservation and the stewardship of catchment lands based on their technical and economic merit;~~

~~b) 1.0 Taking into consideration the social and environmental impacts in the review of options;~~

~~c) 1.0 Ensuring all relevant issues are being considered;~~

- ~~d) 1.0 Advising on the development of a public consultation process;~~
- ~~e) 1.0 Attending and participating, when required, in public meetings, open houses, etc.;~~
- ~~f) 1.0 Communicating the issues being considered to groups represented by the Committee members and reporting comments/concerns back to the Committee;~~
- ~~g) 1.0 Reaching consensus through constructive discussion on all issues; and~~
- ~~h) 1.0 Formulating recommendations to be forwarded to the Regional Water Supply Commission.~~

5.0 GENERAL COMMITTEE OPERATIONS PROCEDURES

- ~~a) The Regional Water Supply Commission will approve the Committee terms of reference annually.~~
- ~~a) The General Manager of Integrated Water Services will be the staff liaison for the Committee. Other staff and/or persons may be invited to participate in making presentations to the Committee in order to benefit from additional expertise pertaining to issues being considered.~~
- ~~1-b) Issues requiring consideration by the Committee will be identified by the Commission, staff or the Committee. Issues and recommendations for the Committee's consideration will be submitted to the Committee in the form of a staff report containing identification of the issue, background information on the issue, alternative solutions to the issue, implications of the alternatives, and a recommendation.~~
- ~~2. The first meeting of the Committee will be chaired by a representative from the Regional Water Supply Commission or their designate until the Committee elects a Chair from among its members. The nominee receiving the majority of votes from the Committee members then present shall be the Committee Chair. The Chair will call for nominations for Deputy Chair. The nominee receiving the majority of votes from the committee members then present shall be the Deputy Chair.~~
- ~~b)c) The Committee must follow Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", when conducting a meeting, so far as they are applicable. Committee meetings will be open to the public and the media. Members of the public will be permitted to make presentations, limited to a maximum of five minutes duration, at the beginning of each meeting, and a time will be set aside for the public to pose questions regarding committee business at the end of each meeting.~~
- ~~d) Regular meetings of the Committee will be set based on the need for consideration of issues identified by the Commission or staff, or at the call of the Committee Chair. At a minimum there will be two meetings per year.~~
- ~~e) Summary minutes of each meeting will be maintained, recording members present, the~~

~~key points of discussion and action items. The committee's goal is to reach decisions by consensus, however where consensus is not possible, the Chair may call for a vote which will decide the issue by simple majority. Where a vote is taken, the number of votes for and against the motion will be recorded and this information will be provided to the Commission along with the recommendation. The duties of Secretary of the Committee will be undertaken by Integrated Water Services staff. Minutes of each meeting will be circulated to Committee members with the agenda of the next meeting. Minutes will be approved at the following meeting. Approved Committee minutes will be provided to the Commission.~~

~~e) The agenda will be finalized in consultation between staff and the Chair and Vice Chair of the Committee. Items to be included in the agenda must be received by the Committee secretary at least one week in advance of a meeting. ~~Following review by the Chair, the agenda will be distributed. Items received from committee members after the agenda deadline may be added to the agenda at the meeting.~~~~

~~e)f) A quorum is a majority of the Committee membership and is required to conduct committee business.~~

~~**6.0** Reports and recommendations from the Committee will be forwarded to the Commission through the Committee Chair. Alternatively, where the Committee makes a recommendation to staff, the Committee's recommendation will be incorporated in a report by staff to the Commission.~~ **RESOURCES AND SUPPORT**

~~a) The General Manager of Integrated Water Services will be the staff liaison for the Committee and will lead the coordination and allocation of resources to the Committee.~~

~~b) Minutes and agendas are prepared and distributed by Integrated Water Services staff.~~

7.0 RELATIONSHIP WITH REGIONAL WATER SUPPLY COMMISSION

~~a) Reports and recommendations from the Committee will be forwarded to the Commission through the Committee Chair. Alternatively, where the Committee makes a recommendation to staff, the Committee's recommendation will be incorporated in a report by staff to the Commission.~~

~~b) The General Manager will attempt to keep the Committee apprised of reports or initiatives with such implications. Every effort should be made to maintain a streamlined and efficient process.~~

Approved by Regional Water Supply Commission on

Terms of Reference

CRD

WATER ADVISORY COMMITTEE

PREAMBLE

In 1997 the *Greater Victoria Water District Act* was repealed and replaced by the *Capital Regional Water Supply and Sooke Hills Protection Act* (Act). The implementation of the Act is governed by the Capital Regional Water Supply and Sooke Hills Protection Regulation (Regulation). Both the Act and the Regulation were enacted August 1, 1997.

Under the Regulation the Capital Regional District (CRD) must establish by bylaw a standing committee of the Regional Board known as the Regional Water Supply Commission (Commission). The Commission was established in September, 1997. The Regulation further requires the appointment of a Regional Water Supply, Protection and Conservation Advisory Committee (Committee) to provide advice to the Commission on water supply, water quality, the stewardship of lands held by the CRD for water supply purposes and water conservation measures.

These terms of reference serve to clarify the mandate, responsibilities and procedures and supplement Bylaw No. 2541, "Water Advisory Committee Bylaw No. 1, 1997".

The Committee's official name is to be:

Water Advisory Committee

1.0 PURPOSE

- a) Reviewing options for water supply, water quality, water conservation and the stewardship of catchment lands based on their technical and economic merit;
- b) Taking into consideration the social and environmental impacts in the review of options;
- c) Ensuring all relevant issues are being considered;
- d) Advising on the development of a public consultation process;
- e) Attending and participating, when required, in public meetings, open houses, etc.;
- f) Communicating the issues being considered to groups represented by the Committee members and reporting comments/concerns back to the Committee; and
- g) Making recommendations to be forwarded to the Regional Water Supply Commission.

2.0 ESTABLISHMENT AND AUTHORITY

- a) The mandate of the Water Advisory Committee is to provide advice to the Regional Water Supply Commission with a view to the current Strategic Plan approved by the Regional Water Supply Commission and the priorities defined within, on water supply, water quality and stewardship of the lands held by the Regional District for water supply purposes and water conservation purposes.
- b) The Water Advisory Committee shall, at its first meeting each year, appoint as its Chair the Vice-Chair of the Regional Water Supply Commission, with a term commencing and ending commensurate to the term of the Vice-Chair. The Water Advisory Committee shall, at its first meeting each year, elect from among its members a Vice-Chair of the Water Advisory Committee.

3.0 COMPOSITION

The Committee shall consist of 11 members, with a diversity of background, interests and geographical location, representing a balance between technical and non-technical members and industry and public members.

The membership of the Water Advisory Committee is comprised as follows:

- (a) one representative each from the Regional Water Supply Commission, the Juan de Fuca Water Distribution Commission and the Saanich Peninsula Water Commission.
- (b) One (1) representative from each of the following:
 - The agriculture community
 - Groups concerned with the protection of fish habitats
 - Environmental groups
 - Commercial and industrial water users
 - Residents and ratepayers' associations
 - Island Health
 - The scientific community
- (c) up to five representatives from other bodies the Regional District Board considers appropriate.
- (d) one representative from each First Nation in the Capital Regional District, who may participate in Water Advisory Committee meetings at their pleasure, in accordance with Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", where the First Nation has an interest in matters being considered by the Water Advisory Committee.

4.0 TERM OF SERVICE

In order to ensure on-going opportunities to serve on the Committee and to maintain continuity, the Regional Water Supply Commission will appoint Committee members for up to a two-year term, to a maximum participation of three terms (i.e. six years). The Committee may request that the Commission replace a member who has missed three consecutive meetings.

5.0 PROCEDURES

- a) The Regional Water Supply Commission will approve the Committee terms of reference annually.
- b) Issues requiring consideration by the Committee will be identified by the Commission, staff or the Committee. Issues and recommendations for the Committee's consideration will be submitted to the Committee in the form of a staff report.
- c) The Committee must follow Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", when conducting a meeting, so far as they are applicable.
- d) Regular meetings of the Committee will be set based on the need for consideration of issues identified by the Commission or staff, or at the call of the Committee Chair. At a minimum there will be two meetings per year.
- e) The agenda will be finalized in consultation between staff and the Chair and Vice Chair of the Committee. Items to be included in the agenda must be received by the Committee secretary at least one week in advance of a meeting.
- f) A quorum is a majority of the Committee membership and is required to conduct committee business.

6.0 RESOURCES AND SUPPORT

- a) The General Manager of Integrated Water Services will be the staff liaison for the Committee and will lead the coordination and allocation of resources to the Committee.
- b) Minutes and agendas are prepared and distributed by Integrated Water Services staff.

7.0 RELATIONSHIP WITH REGIONAL WATER SUPPLY COMMISSION

- a) Reports and recommendations from the Committee will be forwarded to the Commission through the Committee Chair. Alternatively, where the Committee makes a recommendation to staff, the Committee's recommendation will be incorporated in a report by staff to the Commission.
- b) The General Manager will attempt to keep the Committee apprised of reports or initiatives with such implications. Every effort should be made to maintain a streamlined and efficient process.

Approved by Regional Water Supply Commission on _____

**REPORT TO REGIONAL WATER SUPPLY COMMISSION
MEETING OF WEDNESDAY, NOVEMBER 20, 2024**

SUBJECT Capital Project - Field Operations Centre Building

ISSUE SUMMARY

To provide information and an update about the Field Operations Centre Building Capital Project.

Background

The Capital Regional District (CRD) Watershed Protection division and the Water Quality field sampling program currently work out of old temporary workspaces. The Watershed Protection division (27 Full Time Equivalent (FTE) plus eight seasonal staff) is responsible for managing the 20,611 hectares (ha) of forested Water Supply Area (WSA) lands for the production and protection of high-quality source water including providing safe access to all water supply infrastructure on the lands. The Water Quality field sampling program (3.4 FTE) monitors water quality in all WSA reservoirs, major tributaries; as well as throughout the water transmission and distribution system collecting hundreds of samples for analysis and conducting hundreds of field tests per week.

Watershed Protection (WP) and Water Quality (WQ) field sampling operations are being conducted out of an array of workspaces:

- a. two trailers at the Goldstream entrance to the WSA (office space)
- b. a house at the Goldstream entrance (field staff change rooms and workstations)
- c. a house at the Sooke entrance to the WSA (hydrology and geoscience lab space)
- d. a house in Regional Parks at Humpback Reservoir (water quality field operations)
- e. office space at 479 Island Highway Integrated Water Services (IWS) (office space)

a.



b.



c.



d.

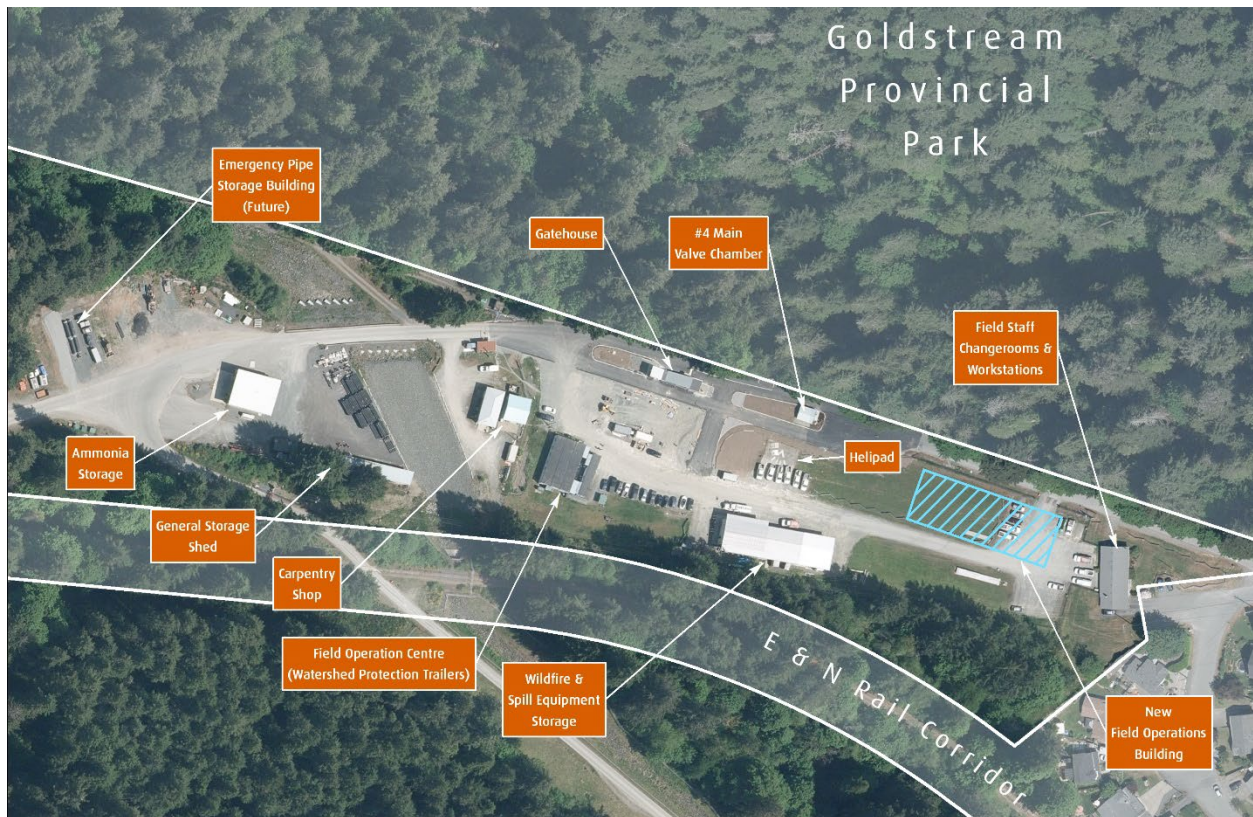


A plan to design and build centralized operational and office workspaces at the Goldstream site (see Goldstream site overview below) began in 2017 with the completion of a Function and Needs Assessment for the departments; an Inventory and Condition Assessment of existing facilities;

and a proposed program of facility upgrades and cost estimates to meet the department's needs. Two of the recommended facility upgrades have already been completed with a third underway:

- Wildfire and Spill Equipment Storage – bays extension – completed 2020
- New Gatehouse, Gates, Entry and Exit Roads - completed 2023
- Emergency Pipe Storage Building (in progress)

The Goldstream Site entrance to the Greater Victoria WSA:



The largest function and need identified for the IWS department at the Goldstream site is for office and operational space for the WP division and WQ field sampling program. The existing dispersed and temporary workspaces do not reflect the ongoing core work that is required to be conducted at this location for the sustainable management of the Regional Water Supply (RWS) System. IWS and CRD corporately also have need for a large meeting room for training purposes and an alternate Emergency Operations Center.

Funding was requested and approved through the RWS capital program, predominantly beginning in 2023, to design and construct new workspace at the Goldstream site. The following sections provide an overview of the current plans, process and timeline for the project.

Project Oversight and Management

The project is being overseen by a Project Oversight Committee consisting of the CRD Chief Administrative Officer, Chief Financial Officer, General Manager IWS, Senior Manager Watershed Protection and Senior Manager Facilities Management and Engineering Services. The project is being managed and delivered by the CRD Facilities Management and Engineering Services team.

Funding

The remaining budget for the project is made up of \$5 million in revenue from the sale of the Goldstream IWS gravel pit to the City of Langford in 2022 (final payment installment to be received January 2025) and \$6.5 million in RWS capital funding as well as \$3 million in CRD corporate funding for the large meeting/alternate EOC space as well as some flexible office space. No additional borrowing process is required as the project is already funded through existing capital programs.

Project Delivery Method

The project is being delivered using a Design-Build methodology. A competitive pre-qualification resulted in one successful proponent. The proponent and project team have been advancing design using a collaborative approach to ensure the facility meets operational needs. In spring 2025, the proponent will provide a proposal for final costing which includes completing detailed design and construction. Having a collaborative approach allows the team to continually look at opportunities to design the building with the best overall value for items such as site layout and HVAC equipment (value engineering).

Siting and Design

Staff have been working with the design-build contract team to progress design proposals and plans that meet the CRD's requirements, design terms of reference and the CRD Green Building policy. The Green Building Policy calls for new CRD buildings to be low carbon, use energy and water efficiently, minimize waste and utilize green infrastructure. The current planned siting, a rendering and floor plans for a two storey 14,400 total square feet building are shown in Appendix A. The plans are shown for context only and may yet change.

The design-build team have a target deadline to submit a building and development permit application to City of Langford by the spring of 2025. No public hearing is required for the applications to progress.

Sanitary Service

The current site uses two small septic fields to manage wastewater. The closest municipal sanitary line is located approximately 570 metres to the east of the site. Staff have been working with the City of Langford and the design-build team to estimate cost to the project of bringing sanitary to the site compared with developing a new septic tank/field system. If budget allows, bringing sanitary service to the site is preferred.

Schedule

The current schedule calls for submission of a building permit application late February 2025 with a goal to break ground during the summer of 2025 and complete construction in 2026. A Design-Build contract will be brought forward for approval in early 2025.

CONCLUSION

The capital project to design and construct a new Field Operations Centre building at the Goldstream entrance to the Greater Victoria Water Supply Area to support core Regional Water Supply work and some corporate needs is progressing. The building is currently expected to begin construction in the second half of 2025 and be completed by end of 2026. The Commission and Board will be kept updated on the project through scheduled capital projects' reporting.

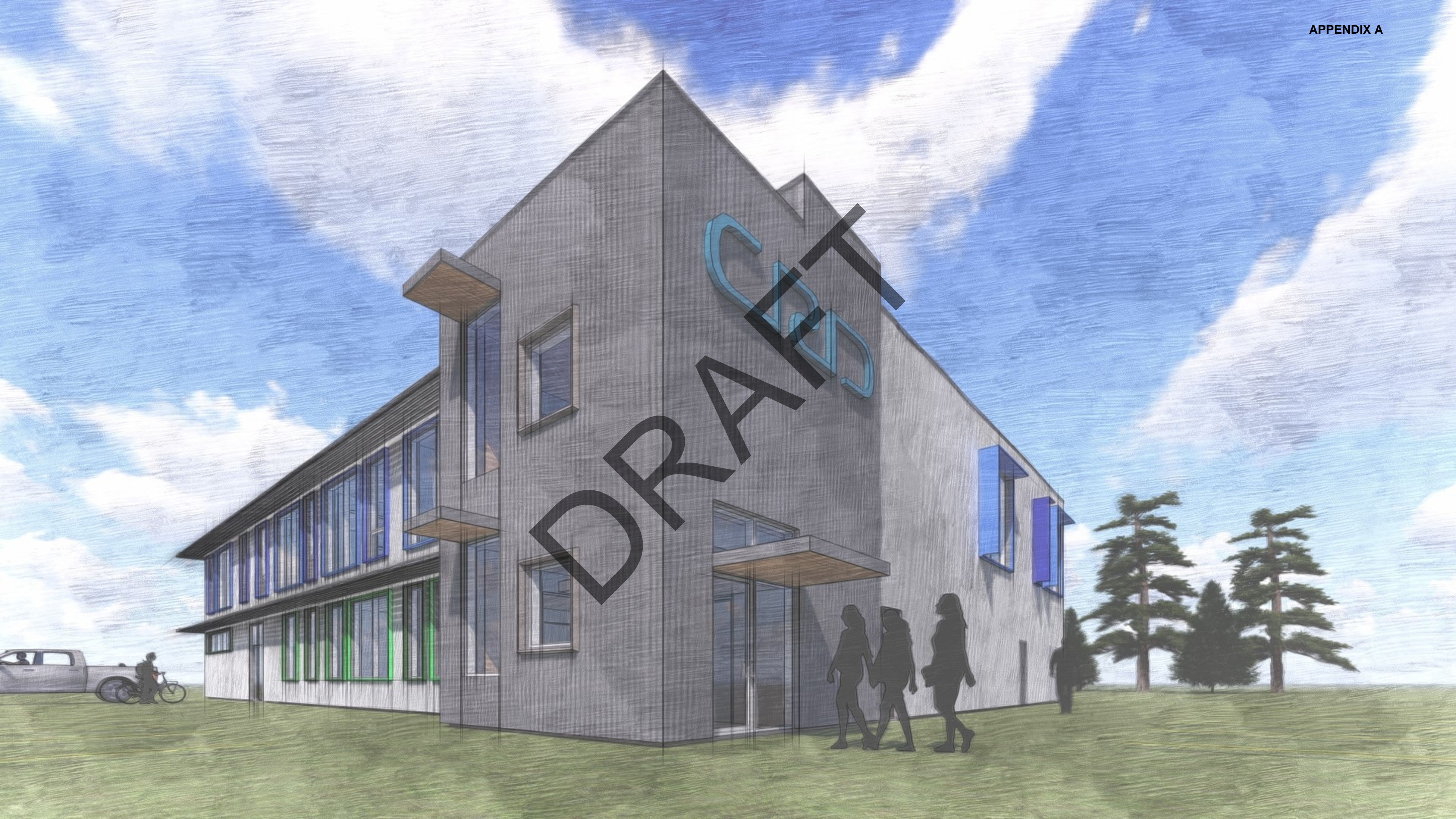
RECOMMENDATION

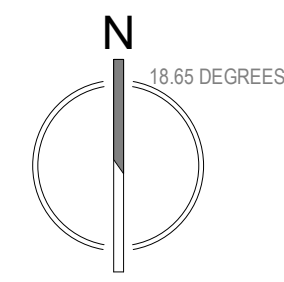
There is no recommendation. The report is for information only.

Submitted by:	Annette Constabel, M.Sc., RPF., Senior Manager, Watershed Protection
Submitted by:	Chaz Whipp, P.Eng., CEM, Manager Structures & Systems
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Conceptual Draft building siting, 3D rendering, and floorplans





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NOTES

NOT FOR CONSTRUCTION

ISSUE

01 ISSUED FOR DISCUSSION 240530

CLIENT

CRD

CONSULTANTS

STAKEHOLDERS

PROFESSIONAL SEAL

PROJECT

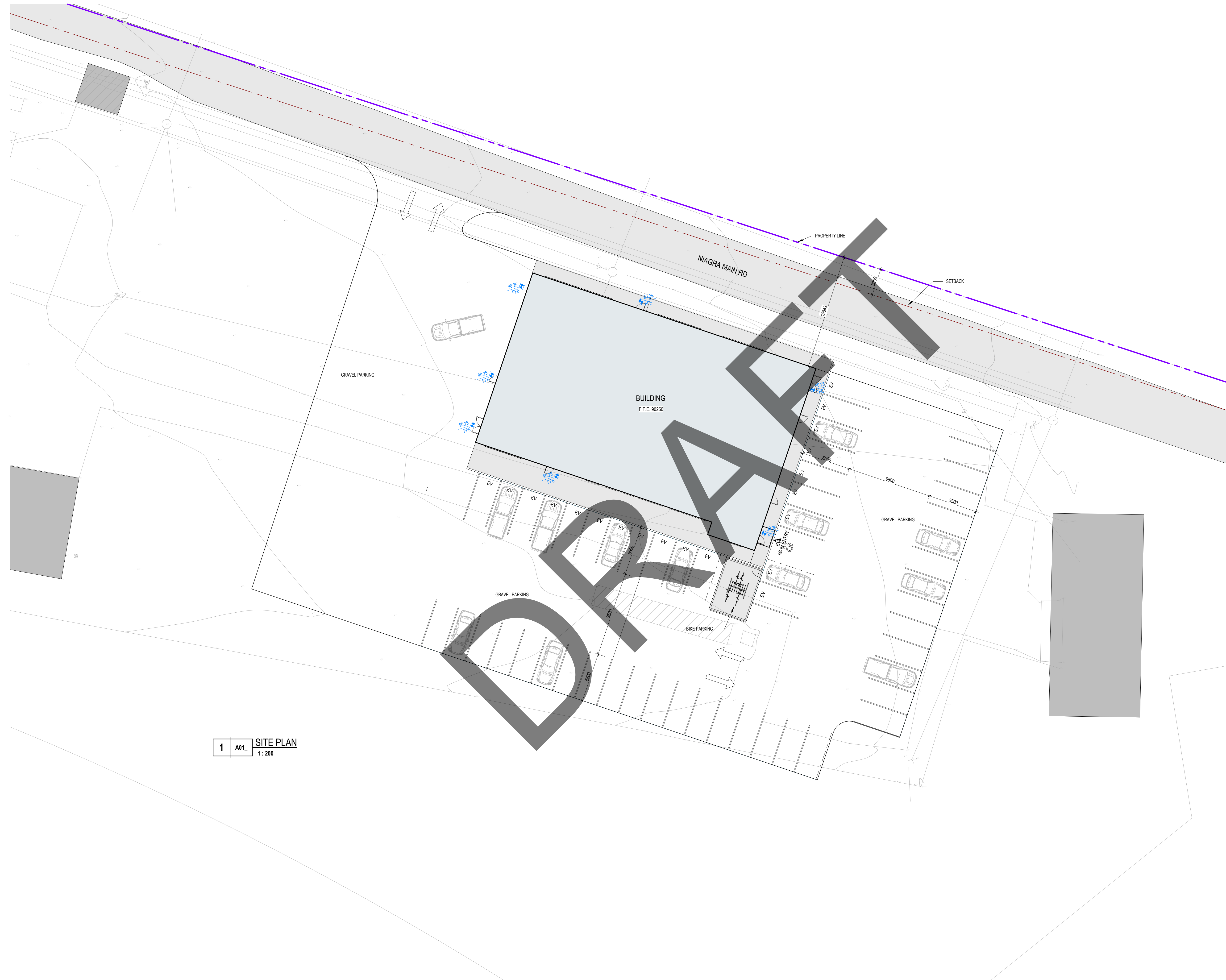
CRD FIELD OPERATIONS BUILDING

DRAWING TITLE

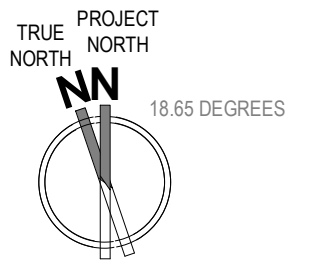
SITE PLAN

DRAWN BY	KD	CHECKED BY	RV
SCALE	1:200	DATE	2024-11-07

PROJECT NO.	SHEET NO.
24-326	A01_



1 A01_ SITE PLAN
1:200



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ISSUE
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CLIENT
CRD

CONSULTANTS

STAKEHOLDERS

PROFESSIONAL SEAL

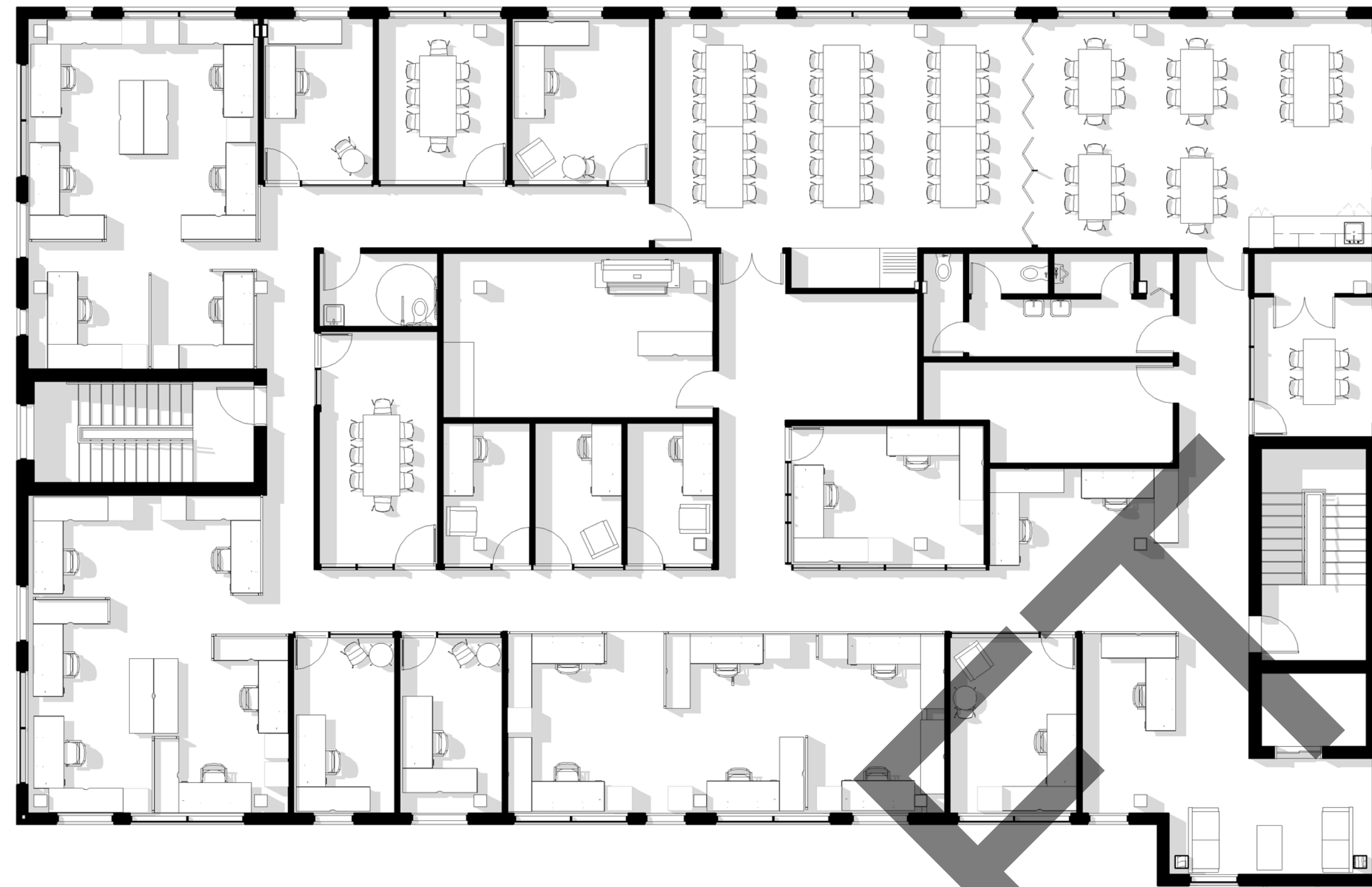
PROJECT
CRD FIELD OPERATIONS BUILDING

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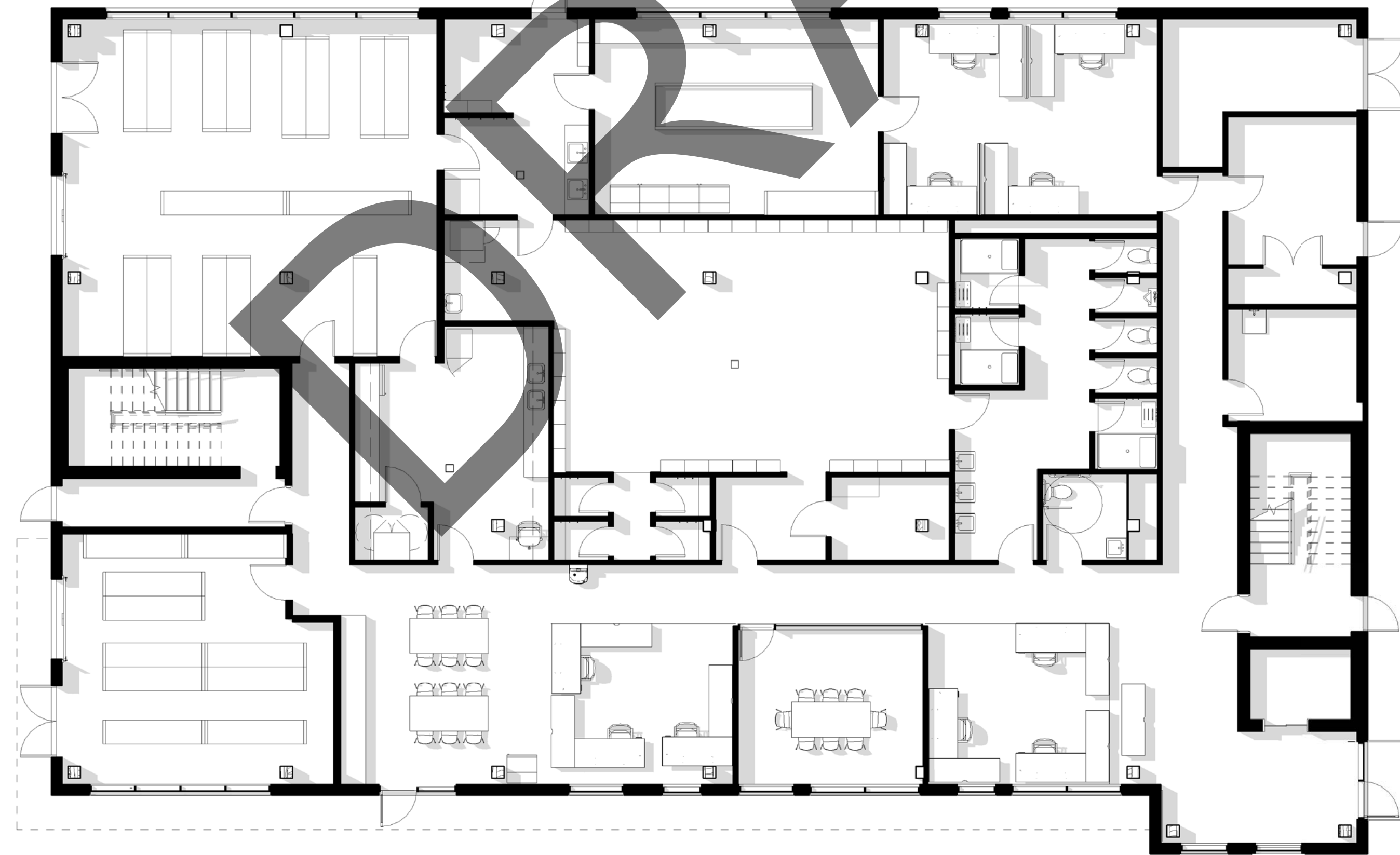
FLOOR PLANS

DRAWN BY: KD CHECKED BY: RV
SCALE: 1:100 DATE: 2024-11-07

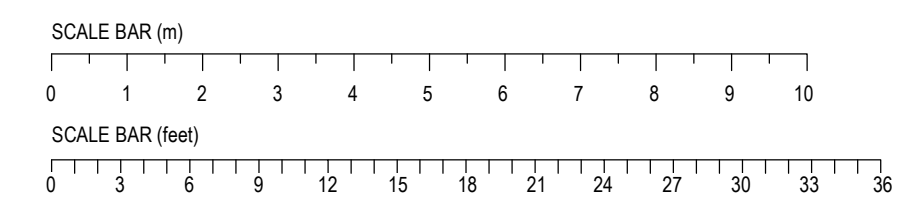
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**REPORT TO REGIONAL WATER SUPPLY COMMISSION
MEETING OF WEDNESDAY, NOVEMBER 20, 2024**

SUBJECT 2024 Public Education Summary - Greater Victoria Water Supply Area

ISSUE SUMMARY

To provide the Regional Water Supply Commission a summary of the 2024 classroom education and public tours of the Greater Victoria Water Supply Area (GVWSA) and water supply facilities.

BACKGROUND

For the past 35 years, Integrated Water Services (IWS) has provided public tours of the GVWSA and Water Supply Facilities to provide transparency, trust in regional drinking water and confidence in its management. School tours were additionally offered for 11 years with a shift in 2024 to focusing on in-class programs on watershed and water conservation. Technical tours are provided to post-secondary institutions, professional associations and partner agencies on request and based on staff availability.

2024 Public Tours

The public tours provided participants with an opportunity to gain a better understanding of:

- where Greater Victoria's drinking water comes from;
- the high quality of water in source reservoirs;
- the characteristics of the water supply area and drinking water infrastructure;
- the care taken to safeguard the drinking water resource;
- future plans for the water supply area with regard to climate change and population growth;
- how source water is disinfected;
- the value of water conservation; and,
- water pricing

The tours also offered a chance to inform and answer questions on the 2022 Regional Water Supply Master Plan, recent amendment to the water conservation bylaw and thinning to promote a more resilient and fuel reduced forest.

The spring public tours ran four days a week (Thursday through Sunday) for seven weeks during May and June. The five-hour bus tour traced the journey of water from source to tap, with stops at key sites including the north basin of Sooke Lake Reservoir, a forest thinning site, Rithet Creek, a forest trail, Sooke Dam (lunch break), and the Goldstream Water Treatment Facility where participants could view the ultraviolet disinfection pipe gallery.

New for 2024 was a trial of six fall tours with three public-oriented tours picking up at recreation centres and three tours aimed at post-secondary students picking up at University of Victoria and Camosun College. The student tours had an added focus on careers in the drinking water industry. Partnering with the Crystal Pool & Fitness Centre to host a tour in the fall provided an excellent, free community event, showcasing the value of such collaborations. This approach has promising potential for future partnerships with other recreation centers in the region.

2024 Classroom Education

In 2024, school tours of the watershed discontinued and additional effort was placed on classroom education at participating schools. The school program is still in progress, with 908 registered participants in 40 classrooms. The 45-minute presentation utilizes a variety of education tools such as CRD watershed videos, a watershed model demonstration, ‘A Drop In the Bucket’ demonstration, and CRD watershed and drinking water maps (with schools labelled). All participants receive a CRD ‘Every Drop Counts’ educational activity sheet. Topics include:

- location of Greater Victoria’s drinking water supply;
- high quality of reservoir water due to watershed protection measures ;
- treatment and transmission of drinking water supply;
- importance (value) of water as a resource for all living things;
- interconnections between water, people, and the environment; and,
- how to conserve drinking water and prevent watershed pollution.

Additionally, watershed models and the “Every Drop Counts” kit have been loaned to 13 schools, reaching an estimated additional 650 participants.

The following table compares tours over the last seven years and 2024 classroom education participation. There were 1,006 participants on the 2024 tours and 908 participants in classroom education. On average tours were 75% full (1,334 available seats); which is slightly lower than past years due to low participation in the new fall tours which ran at 53% full (133 attended with 252 available seats). No shows on the day of the tour remain an issue in maximizing tour capacity.

Year	School Tours/2024 In-Class	School Participants	Public Tours	Public Tour Participants	Total Events (Tour & Classroom)	Total Participants
2017	13	390	18	490	31	880
2018	18	426	16	547	34	973
2019	26	770	16	584	42	1,354
2021*	18	467	0	0	18	467
2022	23	641	16	467	39	1,108
2023	22	627	16	583	38	1,210
2024	40	908	32	1,006	72	1,914

* Due to Covid, no tours were offered in 2020 and only school tours in 2021

Budget

The budget for the 2024 tour program was \$70,500. The cost to deliver the program was \$61,920 or \$62 per participant. Bus rental remains the greatest cost factor for the tours. The remaining 2024 budget will be used to replace the Sooke Lake Dam displays that were damaged by wind, and to purchase a tent for tour check-in.

The classroom education program costs roughly \$3,000 per year for materials.

Advertising

The classroom education program is advertised at no additional cost through a teacher e-newsletter, word of mouth and the CRD website.

Advertising for the tours was a combination of paid advertising in the Victoria Buzz and social media, as well the following free advertising opportunities:

- community posters and postcards;
- online event calendars and CRD website;
- CRD window display at Fisgard;
- Westshore Parks and Recreation digital advertising board;
- coverage in local papers including the Sooke Mirror and other Black Press newspapers; and,
- emails to university/college professors and clubs.

Based on participant surveys, word of mouth is still the number one reason people sign up for public tours (54%) with paid advertising resulting in only 14% of the bookings. The table below shows the breakdown of advertising results. CRD did not place ads in print newspapers due to the high cost, therefore the option of “local newspaper” in the survey was due to the [Black Press article](#) about the watershed tours (Appendix A). The Times Colonist also ran a lengthy [“Islander” feature article](#) about the watershed tours, which created interest, but unfortunately the story ran after tours had finished for the spring (Appendix B).

Advertising/Info Source	Number of Responses	Percentage of Respondents
Word of Mouth - free	303	54%
Local Newspaper (print or digital) - free	69	12%
Facebook; Instagram; X (Twitter) - paid	59	11%
CRD Website - free	56	10%
Poster; Postcard; Events Calendar; Window Display – free posting	29	5%
Do not remember; Other	20	4%
Victoria Buzz - paid	17	3%
Westshore Parks & Rec Digital Board - free	8	1%
Total	561	100%

Participant Feedback

The public tour survey was completed by 569 individuals or 65% of the tour participants. Of those who responded, 85% were on a tour for the first time. As in previous years, the tours were well received with 93% of those surveyed rating the tour as “excellent”. The aspects respondents enjoyed most was the tour leader/interpretation provided, the quality of information, seeing where their water comes from, being in nature, learning about forest management and wildfire mitigation, the Goldstream Water Treatment Facility and the overall comfort and quality of the tour.

Most respondents did not think there was any aspect of the tour that needed improving. However, some wished for more walking or a shorter tour. A few respondents expressed interest in having the presentation poster boards as a handout or available digitally, and a handful of respondents raised issues with finding or getting to the tour meeting point. Overall, feedback from the 2024 public tours was very positive and reinforces the public’s appreciation for the opportunity to visit and learn about the watershed and water supply system.

2024 Technical Tours

Technical tours were requested throughout the year and varied in focus and length. Technical tours require additional support from staff subject matter experts and are only conducted when

staff can be made available. In 2024, seven tours were provided to approximately 164 people as per below:

- Planning Institute of BC
- Water is Life – International youth conference on water issues
- Youth Climate Anxiety Project
- University of Victoria Hydrology class
- University of Victoria Restoration of Natural Systems class
- Camosun College, Civil Engineering, Water & Waste Management class
- Canadian Forest Service / South Korean climate modelers

In addition to the technical tours, one CRD Staff tour was provided and 25 staff members attended.



CRD Staff tour June 27, 2024, Sooke Lake Reservoir Intake Tower

Plans for 2025

Given ongoing success and public appreciation of tours, and teacher appreciation of in-classroom education, plans for 2025 include:

- continuing with spring public tours and in-class education in elementary schools;
- increased budget spending and effort on advertising to maximize participation;
- a review of tours from an equity, diversity and inclusion lens to see if adjustments can be made to make tours accessible to a wider audience;
- continue to work with CRD First Nations Relations and Regional Parks staff to incorporate local First Nations context and knowledge on the tours as appropriate;
- trial further collaboration with recreation centers to host watershed tours as part of their seasonal events offerings; and,
- consider further fall tour offerings to post secondary students and the public.

CONCLUSION

The 2024 “Get to Know Your H₂O Tours” of the Greater Victoria Water Supply Area and Water Supply Facilities were enthusiastically received by the public. A total of 1,006 residents participated in one of the 32 tours that were provided, with a high percentage of first-time tour participants. To achieve awareness of the drinking water service, staff provided cost-effective and easily accessible in-class learning to 40 classes with 908 participants, with an additional 14 schools borrowing supplemental educational materials for approximately 650 participants.

Tours and in-class education will again be offered in 2025 for education and to provide opportunity for two-way dialogue with the public about the Greater Victoria Water Supply Area and our Regional Water Supply System. Advertising and collaboration with recreation centres will be leveraged to maximize participation.

RECOMMENDATION

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

Submitted by:	Annette Constabel, M.Sc., RPF., Senior Manager, Watershed Protection
Concurrence:	Alicia Fraser, P. Eng., General Manager, Integrated Water Services
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ATTACHMENT(S):

- Appendix A: Black Press Article (June 5, 2024)
- Appendix B: Times Colonist Article (July 7, 2024)

Capital Regional District hosting watershed tours in Greater Victoria



[Bailey Seymour](#)

May 27, 2024 4:40 PM

Capital Regional District hosts watershed tours

00:00 / 01:01

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The Capital Regional District (CRD) is holding five-hour tours around the Greater Victoria watershed with the goal of educating the public on where their water comes from and the process it takes to get to residents taps.

Throughout the spring, the CRD has been touring residents through the West Shore and Sooke, showing them the Sooke Reservoir, its tributaries, the CRD treatment plant, and everything in between.

APPENDIX A

“The way we treat our water in Victoria, is we don’t use a filtration system. So we don’t filter the water. It relies on a good source water. So right from that gate coming in, is where we start thinking about water quality,” said Kathy Haesevoets, who helped lead the tour.

The Sooke Reservoir, which is northwest of Victoria, is the primary source for water throughout Greater Victoria.

Water then travels through a number of pipes to an ultraviolet facility for treatment, which includes UV disinfection to kill bacteria and parasites, and a low dose of chlorine and ammonia which produces chloramine, a long-lasting disinfectant which protects the water from bacterial contamination.

The water system is about 90 per cent gravity fed, as the reservoir is over 150 metres above sea level, and there are multiple reducing stations throughout the distribution network as water moves throughout the city and up the peninsula.

An ongoing concern of the CRD is the looming threat of wildfires around the reservoirs, which would cause ash to cloud the water, which makes it more difficult for UV to disinfect the water properly, however there are currently initiatives being taken to reduce the risk of wildfire as much as possible.

“It’s a forested environment, previously harvested, so a lot of it is second growth in the CRD area. Almost 45 per cent has been logged at some time in the past. We don’t do the harvesting anymore, but what the legacy of that has left us with is a forest that is at quite a high density, and it’s a certain stage in a forest, where there’s a lot of fuels that build up,” said Haesevoets.

There are tours still available through June. To book a spot visit <https://www.crd.bc.ca/service/public-tours/watershed-tours>.

Read More: [Campers peaceful paradise in Goldstream](#)

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B.C.'s drought: Water will keep flowing in capital region thanks to planning



[Pedro Arrais](#)

Jul 7, 2024 9:56 AM



1 / 8 The crown jewels of the catchment area for the Capital Regional District's Regional Water Supply Service are the five stream-fed reservoirs — including the largest, Sooke Lake — that collectively hold 170-million cubic metres of water. DARREN STONE, TIMES COLONIST

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00:13:05

APPENDIX B

This story is part of a series exploring the wide-ranging impacts of persistent drought conditions and climate change seen across the province in recent years.

Behind steel gates and fences topped with barbed wire in a remote area northwest of Victoria lies an unspoiled parcel of land with a pristine lake at its centre, monitored by cameras and patrolled by humans.

The property, accessed via Shawnigan Lake and Sooke Lake roads, is the catchment area for the Capital Regional District's Regional Water Supply Service, which supplies about 412,000 people in the region.

It looks like a park, with rolling hills covered in a mix of Douglas fir, cedar, hemlock and arbutus trees, but the crown jewels are the five stream-fed reservoirs — including the largest, Sooke Lake — that collectively hold 170-million cubic metres of water. It's a huge amount, when you consider that one cubic metre is 1,000 litres.

You won't see any paddleboarders or picnickers here — the area is guarded and closed to the public, save for escorted tours provided by some of the 200 staff who work with the CRD's Integrated Water Services department.

A central dispatch keeps tabs on vehicles criss-crossing the narrow gravel-packed roads on the 20,500-hectare property, with drivers expected to update their locations on the radio at every kilometre mark.

Traffic consists mainly of full-size trucks that are off-road capable, due to the terrain and the requirement to operate in all seasons.

Far from the city and any other traffic, the only sounds here come from the forest.

Every year, the Integrated Water Services department offers free tours of the property to give residents a behind-the-scenes look at where the water flowing from taps in the region actually comes from. The five-hour tours, which took place in May and June this year, are popular, filling up quickly when they are announced in March.

The tours are an opportunity to show off the results of years of planning to ensure the region has abundant water and is prepared for the droughts brought on by climate change.

Even though weather projections suggest this summer will be one of the driest at Sooke Lake since 1896, the CRD is confident supply won't be affected.

That's in part because the regional district prepared for future growth by raising the height of the Sooke Lake Dam in 2003, almost doubling capacity in Sooke Lake. The move followed a drought in 2001 that was severe enough to lead to Stage 3 water restrictions in the region — the only time that has happened. Under Stage 3, outdoor water use is limited to hand-watering of trees, shrubs and vegetables one day a week.

At 8.3 kilometres long, the lake is the primary source of water in the area, holding 160.32 million cubic metres, or about 90 per cent of the total water storage in the system.

Conservation has also played a role.

In the capital region, 66 per cent of water use is by households, 21 per cent by industry, commercial operations and institutions, and three per cent by agriculture. Demand for water rises 44 per cent every summer, mostly due to outdoor watering.

A Stage 1 watering schedule is routinely imposed in the region between May 1 and Sept. 30 as a matter of policy, with watering of lawns restricted to twice a week under a CRD water conservation bylaw.

Although Canadians use more water per capita than other countries around the world, many in the capital region have embraced water conservation through measures such as letting lawns go brown in summer and planting less-water-hungry plants, driving down consumption from 559 litres per capita per day in 1998 to 337 litres in 2022 – among the lowest in the province for a major metropolitan area.

That's happened despite a population growth of between 1 and 1.5 per cent per year, said Kathy Haesevoets, an information technician with CRD Integrated Water Services, who notes that if consumption drops to 300 litres a day, the CRD could put off supplementing the Sooke Lake Reservoir with the backup plan – Leech River-area water – for 20 years.

Keeping the water pristine

Fort Victoria originally got its water, by horse and buggy, from a spring in Fernwood, a neighbourhood originally known as Springridge.

Elk/Beaver Lake became the growing city's water source in 1872. The two lakes, once separate, were joined with the damming of Colquitz Creek. Filter beds were installed in 1896 after residents complained of finding fish and tadpoles in their drinking water.

When residents turned on their taps in 1905, the water was flowing from reservoirs in the Goldstream area, which still has four surface-water reservoirs, with a volume of approximately 10 million cubic metres and a catchment area of 2,109 hectares.

The area is now a secondary water source. In an emergency, the Goldstream Water Supply Area has enough water to sustain the region for two months.

The Sooke Lake water system, the current primary source of water in the region, was constructed in 1915, with disinfection of the water beginning in 1944.

In anticipation of future demands, the CRD secured a licence in the 1980s to draw water from the Leech River. It built a tunnel linking the river to the Sooke Lake Reservoir in 1987, but it has never been used. According to the CRD Regional Water Supply 2022 master plan, the tunnel is expected to come into service by 2042.

In 2007 and 2010, the CRD purchased land from private forest land holders that forms the catchment area around the Leech River to ensure access to the water source and prevent any contamination from industrial or agricultural use. That property, which had been 95 per cent harvested, according to the CRD, has more than 400 kilometres of roads, and is currently undergoing restoration to remove old logging infrastructure, upgrade main roads and deactivate and rehabilitate excess roads.

The ability of the CRD to own and manage 98 per cent of the land that drains into the Sooke and Goldstream water supply reservoirs — the catchment area — makes the system unusual, as most municipalities rely on public lakes for their water.

The site conditions around Sooke Lake are ideal for use as a reservoir, with bedrock and soil that is thin, nutrient-poor and coarse and not useful for agriculture, which often results in fertilizer runoff that can generate algae blooms that are difficult to control and can be toxic.

To keep the area pristine, even visitors heeding the call of nature need to do so in designated outhouses along the route — relieving oneself in the forest is frowned upon. The facilities feature compost toilets that use a proprietary blend of wood shavings treated with bacteria to aid in decomposition, instead of chemicals.

There are no garbage bins on any part of the property, as visitors are expected to pack out anything they pack in.

Crews also control the Canada goose population, whose feces can contribute to algae growth or spread bacteria such as *E. coli*, by adding their eggs when nests are found.

Contractors are usually called once a year to remove beavers attempting to make a home on the property.

To ensure the water is safe for human consumption, it's run through a three-step disinfection process that starts with the use of ultraviolet light to kill bacteria and parasites.

A low dose (1.5 to 2.5 mg/litre) of chlorine is added next, to kill viruses. Ammonia is added as a final step to prevent bacterial contamination as the water travels through the distribution system pipes.

The risk of wildfire

The tour of the reservoir area starts at the northeast end of the property, south of Shawnigan Lake, with a walk through a managed forest.

Under the cooling canopy of trees, the forest floor feels spongy and there is a musty, earthy smell in the air.

The majority of the forest is second-growth, but there is a small pocket of old-growth forest on the property, with the oldest tree estimated to be approximately 700 years old.

The threat of major fires is top of mind here, with parcels of land in certain areas designated as buffers to slow the spread of a wildfire, and a 30-member crew designated to fight any fires.

Staging areas have also been identified for fire-fighting equipment and water collection and contingency plans are in place for the event that a fire lasts for more than a few days.

“It’s all hands on deck when there is a fire,” said Haesevoets, adding the wildfire management plan categorizes risks based on terrain, species of trees and their proximity to the reservoirs.

Wildfires are a problem for many reasons, including the fact that they create a large volume of wood ash, some of which will fall in the lake or be washed into it by subsequent rainfall, along with loose soil, increasing the turbidity of the water.

Higher levels of suspended solids in the water can render UV disinfection ineffective. The wood ash is also a nutrient, making the water more susceptible to algae blooms.

To reduce the risk, crews thin out the trees to limit the amount of fuel a fire can consume, and promote resiliency in the trees left standing.

All of the fires in the watershed in recent history have been caused by lightning. The last major one was in 2021, and took seven water skimmers — amphibious water bombers — to help bring it under control. Firefighters were also on high alert when there was a large fire in nearby Shawnigan Lake in 2012.

Wildfire is a serious threat as climate change brings rising temperatures.

Haesevoets noted that average temperatures are expected to rise by up to 2.8 degrees by the year 2050, citing a regional climate projection by the Pacific Climate Impact Consortium at the University of Victoria.

The forecast is for three times the number of days with temperatures above 25 C in the same period, along with a 67 per cent reduction in days with below-freezing temperatures, she said.

High temperatures stress the trees, making them more vulnerable to insects and diseases, as well as fire. Milder winters, in turn, enable more eggs to survive, leading to further outbreaks in subsequent years.

Warmer temperatures are compounded by an expected drop in summer rainfall of almost 20 per cent by 2050.

Haesevoets noted that the combination of increased temperatures and lower precipitation poses a high risk to the forest, with this year's rainfall already only 84 per cent of average.

On the other hand, up to 10 per cent more rain is expected in the fall and winter as rain events intensify with climate change.

Future plans call for a second water intake in the deep section of Sooke Lake, upgrades to water transmission lines, a new storage tank and pump station and an overland transmission main line.

"We're in great shape, thanks in part to decisions made by our predecessors [starting] more than 100 years ago," said Haesevoets. "We would still have enough water – even if it did not rain for the next two years."

Toad patrol

The tour of the Sooke reservoir area was too early to catch the migration of the western toad (*Anaxyrus boreas*) when they leave the lake and make their way into forested areas.

To ensure their survival, plastic berms have been installed along the side of the road adjacent to the lake. The berms have openings at certain points, corralling the amphibians and giving them a route to the other side.

During the migration, which takes place in a three-week window between July and August, service vehicles slow to a crawl, with one of the two-person crew walking ahead to ensure the path is clear and pick up stragglers.

During the height of the migration, crews are assigned to scoop up the young toads from behind the berms to deliver them to safety on the other side.

Another amphibian – the American bullfrog – won't get the white-glove treatment, however. Crews will dispose of any of the invasive species found in the area.

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