



Notice of Meeting and Meeting Agenda Regional Water Supply Commission

Friday, November 22, 2024

9:00 AM

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

Adjourned Meeting - Continuation of November 20, 2024 Meeting

Delegations were heard at the earlier session held November 20, 2024. As this meeting is a continuation, no new submissions are being accepted. To submit comments you may email them to IWSAdministration@crd.bc.ca

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

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, Redliner](#)
[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

11. ADJOURNMENT



**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**

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- 5 Strategic plan
- 6 Establishment of the Juan de Fuca water distribution commission
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- 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

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- (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

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- (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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(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

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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.

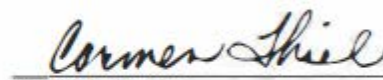
NOW, THEREFORE, the Board of the Capital Regional District in open meeting assembled ENACTS AS FOLLOWS:

- 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.~~

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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.~~
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- ~~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.~~
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~~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;
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 - The agriculture community
 - Groups concerned with the protection of fish habitats
 - Environmental groups
 - Commercial and industrial water users
 - Residents and ratepayers' associations
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4.0 TERM OF SERVICE

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- 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

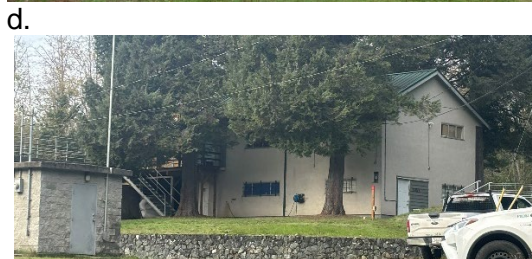
To provide information and an update about the Field Operations Centre Building Capital Project.

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)

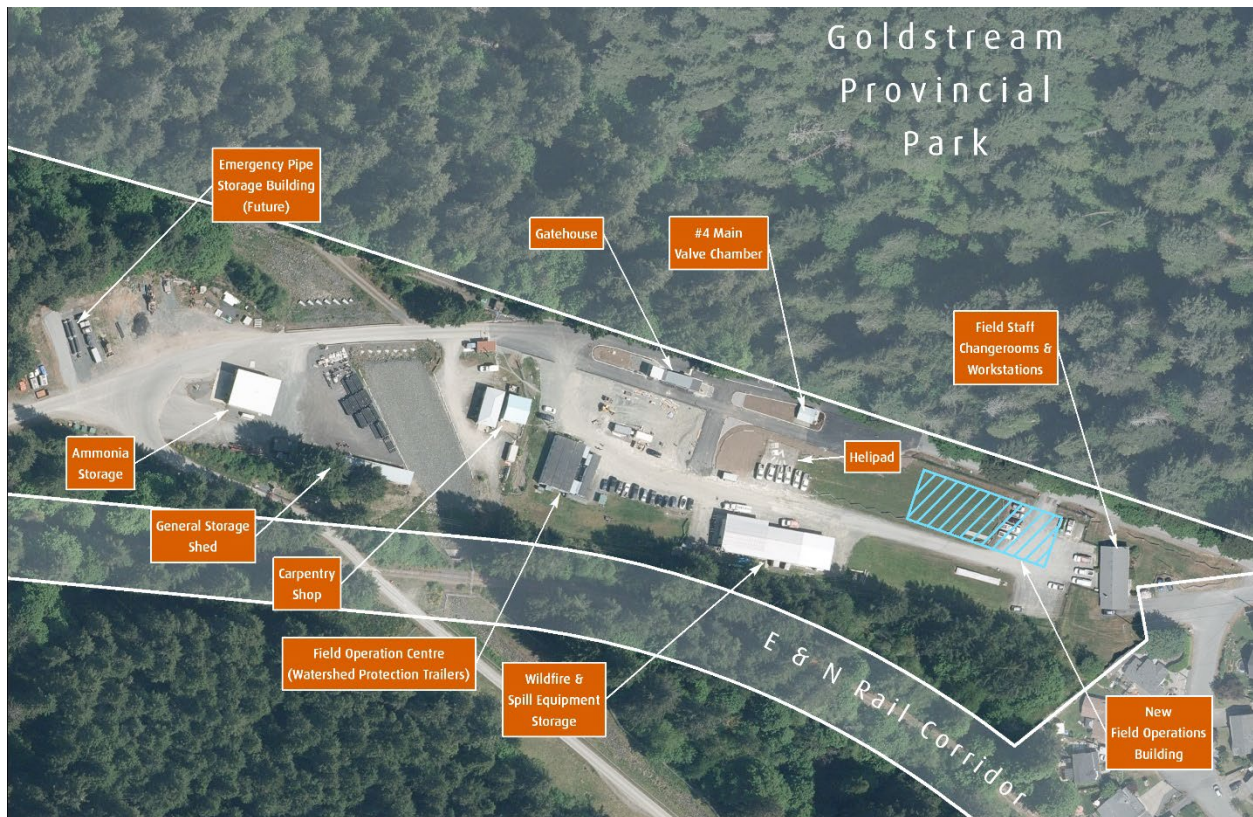


A plan to design and build centralized operational and office workspaces at the Goldstream site (see Goldstream site overview below) began in 2017 with the completion of a Function and Needs Assessment for the departments; an Inventory and Condition Assessment of existing facilities;

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.

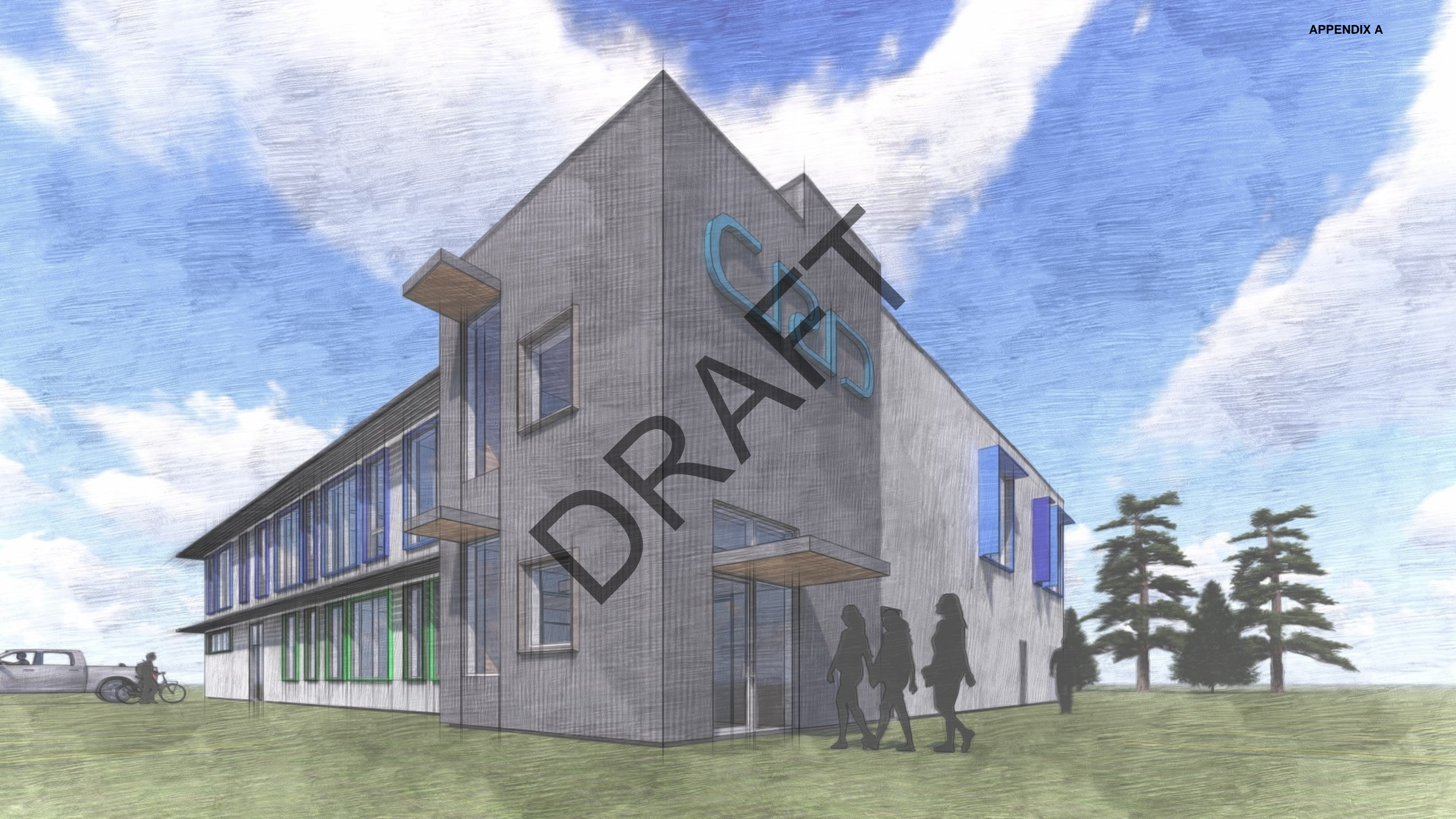
RECOMMENDATION

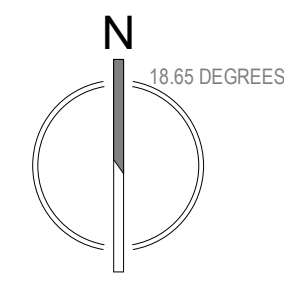
There is no recommendation. The report is for information only.

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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(250) 384 2131 info@studio531.ca

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NOTES

NOT FOR CONSTRUCTION

ISSUE

01 ISSUED FOR DISCUSSION 240530

CLIENT

CRD

CONSULTANTS

STAKEHOLDERS

PROFESSIONAL SEAL

PROJECT

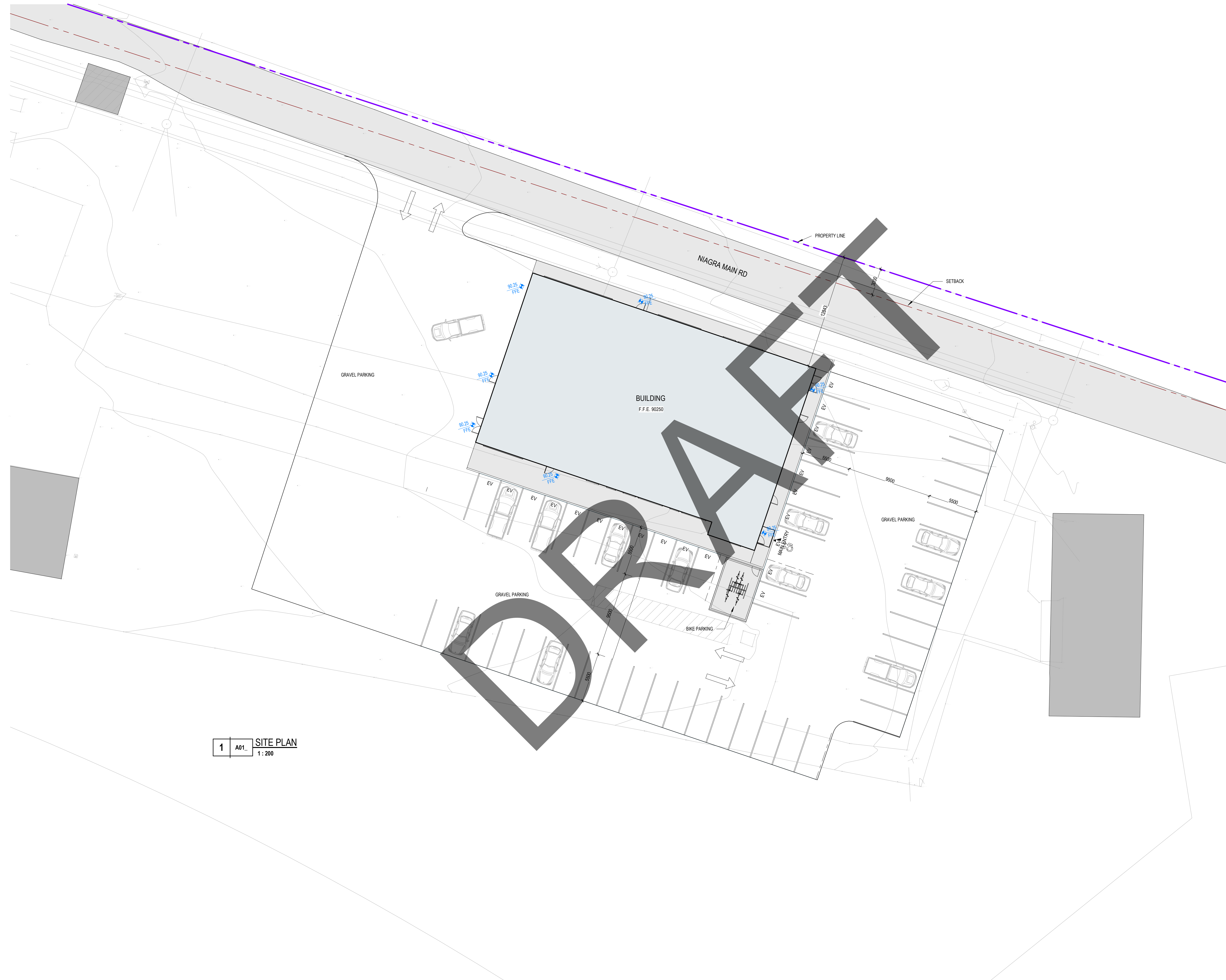
CRD FIELD OPERATIONS BUILDING

DRAWING TITLE

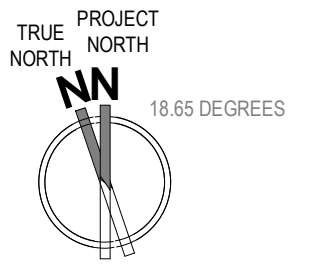
SITE PLAN

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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CONSULTANTS

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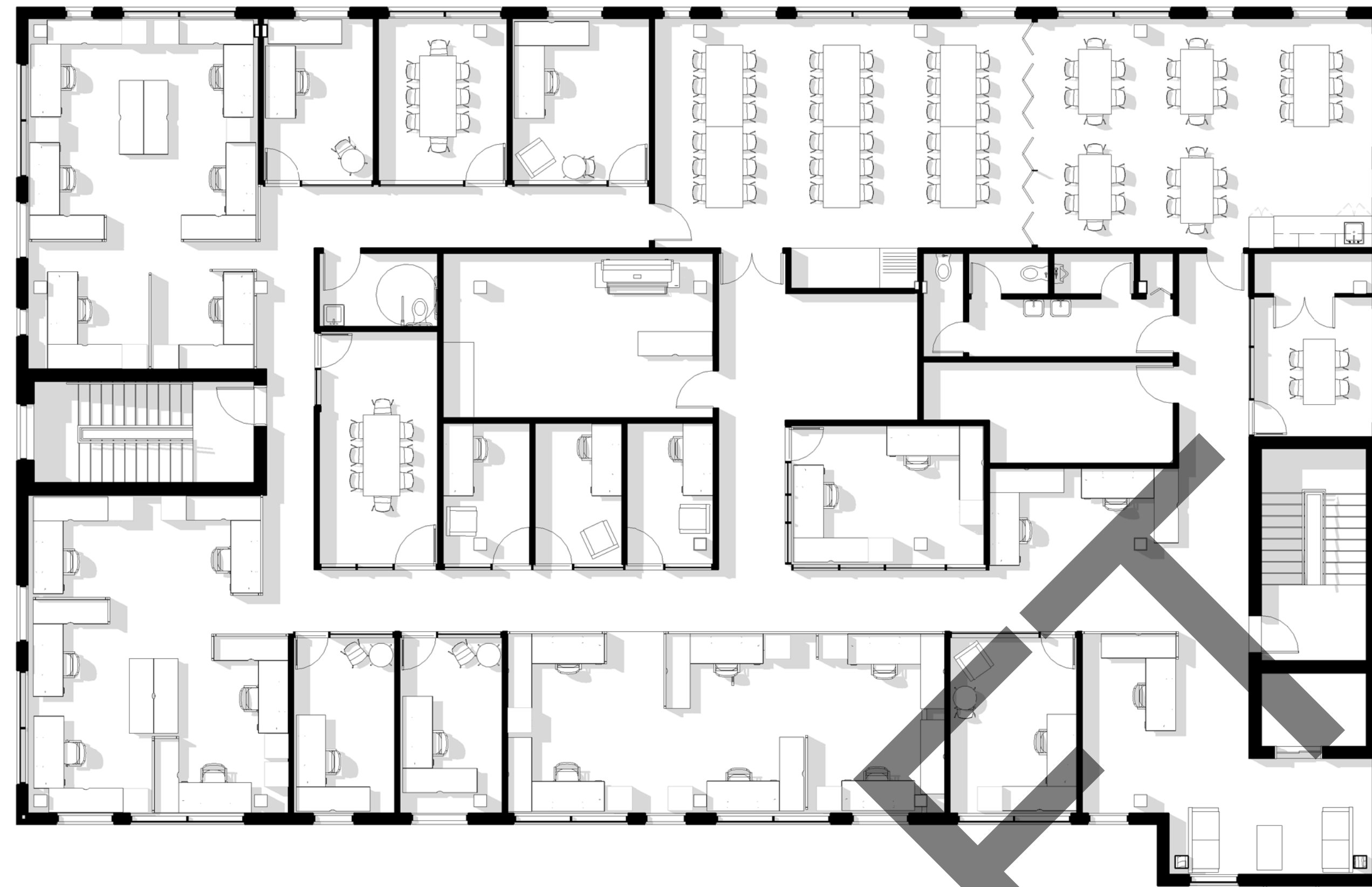
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CRD FIELD OPERATIONS BUILDING

DRAWING TITLE

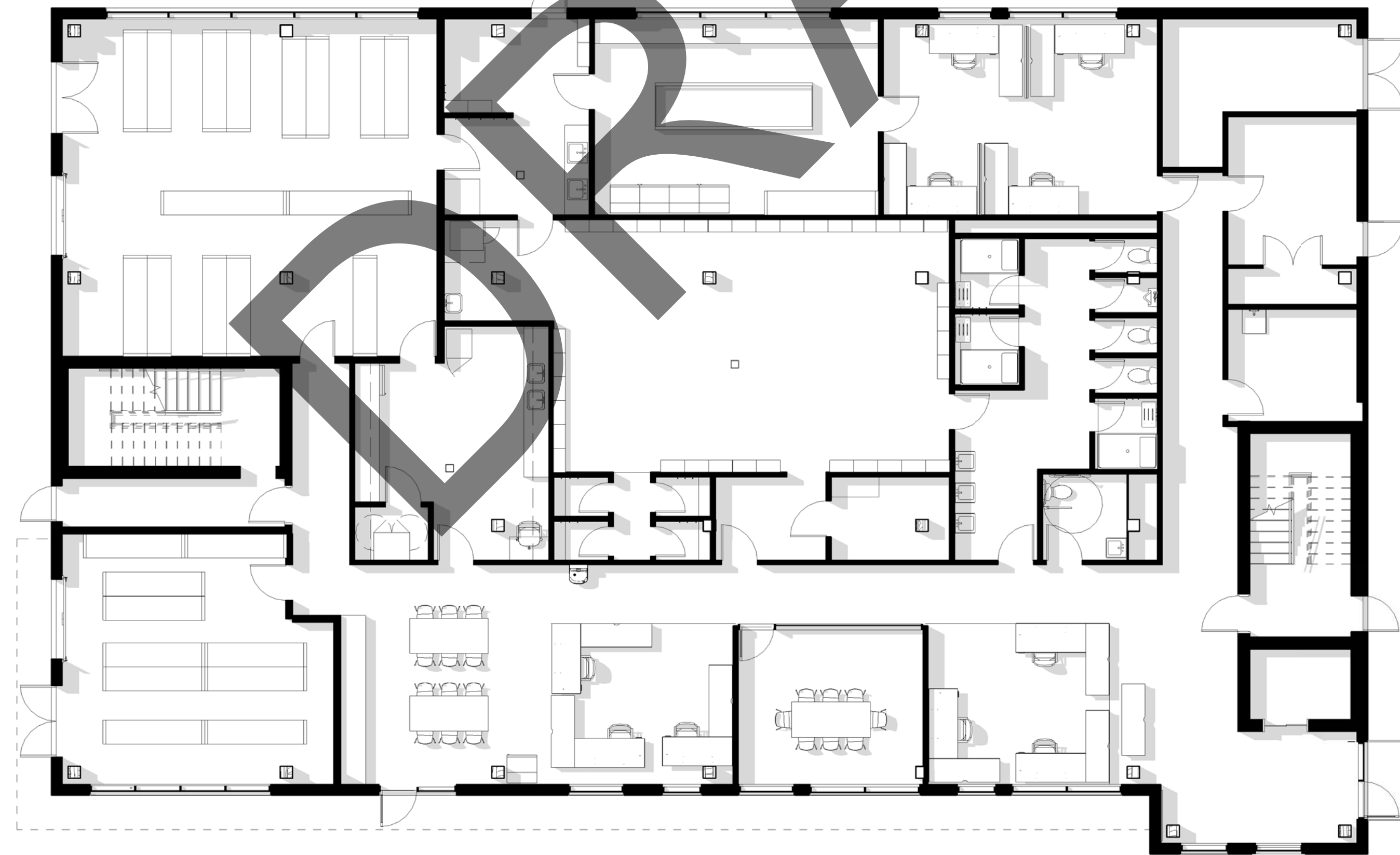
FLOOR PLANS

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

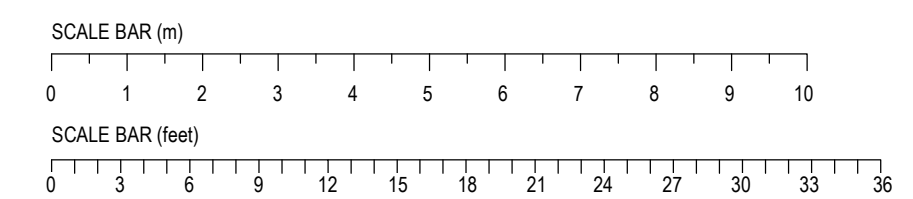
PROJECT NO.: 24-326 SHEET NO.: A02_



2 | A02 | LEVEL 2
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1 | A02 | LEVEL 1
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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

[Listen to this article](#)

00:02:26

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](#)

[JOIN OUR NEWSLETTER](#)

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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