

Meeting Minutes

Regional Water Supply Commission

Wednesday, March 20, 2024

11:30 AM

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

PRESENT

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

STAFF: T. Robbins, Chief Administrative Officer; A. Fraser, General Manager, Integrated Water Services; J. Ussery, Acting Senior Manager, Watershed Protection; G. Harris, Senior Manager, Environmental Protection; J. Marr, Senior Manager, Infrastructure Engineering; S. Mason, Manager, Water Supply Engineering and Planning; P. Stephens Project Engineering, Infrastructure Engineering; J. Zimmerman, Communications Coordinator; D. Dionne, Administrative Coordinator, Integrated Water Services; M. Risvold, Committee & Administrative Clerk, Integrated Water Services
Also in Attendance: S. Heffernan, Urban Systems

EP - Electronic Participation

REGRETS: C. Coleman

The meeting was called to order at 11:37 am

1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided an acknowledgement.

2. APPROVAL OF THE AGENDA

Commissioner Rogers postponed his Motion with Notice, Item 9.1, to later in the year when 2025 budget discussions are underway.

**MOVED by Commissioner Rogers, and SECONDED by Commissioner Wickheim,
That the agenda be approved as amended.**

CARRIED

3. ADOPTION OF MINUTES

- 3.1. [24-274](#) Minutes of the February 21 and March 1, 2024 Regional Water Supply Commission meetings

Attachments: [February 21, 2024 Draft Minutes](#)
[March 1, 2024 Draft Minutes - Special Meeting](#)

**MOVED by Commissioner Chambers, and SECONDED by Commissioner Guiry,
That the Minutes of the February 21, 2024 meeting be adopted.
CARRIED**

**MOVED by Commissioner Kim, and SECONDED by Commissioner Chambers,
That the Minutes of the March 1, 2024 special meeting be adopted.
CARRIED**

4. CHAIR'S REMARKS

The Chair acknowledged the upcoming World Water Day. He invited members of the Commission to speak to him regarding borrowing the book "Bringing Water To Victoria".

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.2. Delegations

- 5.2.1. [24-322](#) Delegation - Mehdi Najari; Resident: Re: Agenda Item 8.2: Proposed Regional Water Supply Development Cost Charge Program and Bylaw Update

Attachments: [Delegation: Mehdi Najari: Speaker's Reference](#)

Mr. Najari spoke to the Regional Water Supply Commission regarding the proposed Development Cost Charges Program.

6. GENERAL MANAGER'S REPORT

A. Fraser thanked the commission for its great work and in recognition of World Water Day.

7. WATER ADVISORY COMMITTEE

- 7.1. [24-276](#) Summary of Recommendations from the Water Advisory Committee

Attachments: [Summary of Recommendations from the Water Advisory Committee](#)

Staff responded to a question from the commission regarding the Development Cost Charges presentation provided to the Water Advisory Committee.

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

8. COMMISSION BUSINESS

- 8.1. [24-268](#) Bylaw No. 4604 - Capital Regional District Water Conservation Bylaw No. 1, 2016, Amendment Bylaw No. 4, 2024

Attachments: [Staff Report: Bylaw No. 4604 Water Cons. Bylaw Amendment](#)
[Appendix A: Bylaw No. 4604](#)
[Appendix B: Blacklined version of Bylaw No. 4099, Schedule A](#)

G. Harris spoke to item 8.1.

Staff responded to questions regarding:

- Inclusion of golf courses
- Preliminary discussions to support the program
- Incentives for innovative ways of water conservation
- Purpose of watering time change
- Ecological community
- Urban farms in residential areas

**MOVED by Commissioner Stock, and SECONDED by Commissioner Chambers,
The Regional Water Supply Commission recommends to the Capital Regional
District Board:**

- 1. The Regional Water Supply Commission recommends to the Capital Regional District Board:**
- 2. That Bylaw No. 4604, "Capital Regional District Water Conservation Bylaw No. 1, 2016, Amendment Bylaw No. 4, 2024", be introduced and read a first, second, and third time; and**
- 3. That Bylaw No. 4604 be adopted.**

CARRIED

8.2. [24-273](#) Proposed Regional Water Supply Service Development Cost Charge Program and Bylaw Update

Attachments: [Staff Report: RWS DCC Program and Bylaw Update](#)
[Appendix A: May 17, 2023 Regional Water Supply Commission Staff Report](#)
[Appendix B: USL Engagement Summary](#)
[Appendix C: USL – RWS Development Cost Charge Policy Memorandum](#)
[Appendix D: CRD - Supplementary Memo: Municipal Assist Factor](#)
[Appendix E: Summary of Proposed RWS DCC Program and Bylaw Development Phase 2 Process](#)

A. Fraser spoke to item 8.2.

Staff responded to questions regarding:

- Development Cost Charge (DCC) phase-in plan
- Juan de Fuca DCC program
- Municipal assist factor
- Whether staff have discussed with the Department of Fisheries and Oceans
- Analysis for affordability for end users
- Municipal Assist Factor
- If the development community made the recommendation
- Estimated cost for wholesale rate
- First Nations engagement
- Capital Regional District statement of reconciliation
- Public engagement

Staff Recommendation:

That Capital Regional District staff be directed to proceed with a 25% Municipal Assist Factor for public and development community engagement.

MOVED by Commissioner de Vries and **SECONDED** BY Commissioner Wagner:

That the staff recommendation be amended as follows:

That Capital Regional District staff be directed to proceed with a 25% Municipal Assist Factor, **making it clear the intention is that the municipal assist factor would be decreased to 1% following the update of the bylaw,** for public and development community engagement.

That Capital Regional District staff be directed to report back on options for Development Cost Charges to be waived for non-market housing including government, non-profit, and co-op housing.

MOVED by Commissioner Wagner and **SECONDED** by Commissioner Chambers:

That the amendment be further amended as follows:

That Capital Regional District staff be directed to proceed with a 25% Municipal Assist Factor, ~~making it clear the intention is and that the municipal assist factor would be decreased to 1% after the second year, following the update of the bylaw,~~ for public and development community engagement.

That Capital Regional District staff be directed to report back on options for Development Cost Charges to be waived or reduced for non-market housing including government, non-profit, and co-op housing.

Due to time constraints debate on Item 8.2 and the remainder of the agenda was postponed.

MOVED by Alternate Commissioner Plant and **SECONDED** by Commissioner Rogers,

That consideration of Item 8.2 and the remainder of the agenda items be postponed to the next meeting.

CARRIED

OPPOSED: Chambers, Wagner

- 8.3. [24-187](#) Saanich Peninsula Water Commission Amalgamation with the Regional Water Supply Commission - Feasibility Study

Attachments: [Staff Report: SPWC Amalgamation with RWSC Feasibility Study](#)
[Appendix A: Saanich Peninsula Water Commission Letters Patent](#)

Item was postponed to the next meeting.

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

- 8.4. [24-275](#) Summary of Recommendations from Other Water Commissions

There were no other water commission meetings in February.

- 8.5. [24-277](#) Water Watch Report

Attachments: [Water Watch Report](#)

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

9. NOTICE(S) OF MOTION

9.1. [23-786](#) Motion with Notice: Commissioner Rogers: Placement of Post Disaster Water Supply Drop Kits in Relevant Fire Halls

Attachments: [Motion with Notice - Placement of Post Disaster Water Supply Drop Kits in Relevant Fire Halls](#)

At Approval of the Agenda, Commissioner Rogers postponed his Motion to later in the year when the 2025 budget discussions are underway.

That the Regional Water Supply Commission directs staff to explore cost-sharing with municipalities to get the Post Disaster Water Supply Drop Kits in relevant fire halls, for consideration in the next budget cycle.

10. CORRESPONDENCE

10.1. [24-287](#) Correspondence: Malahat Nation: Regional Water Supply Master Plan

Attachments: [February 27, 2024: CRD Response to Malahat Nation, RWS Master Plan](#)
[February 15, 2024: Malahat Nation Letter to CRD, RWS Master Plan](#)

Item was postponed.

There is no recommendation, the correspondence is for information only.

10.2. [24-324](#) Correspondence: City of Colwood: Referral Motion Re: Proposed Capital Regional Water Supply Development Cost Charge

Attachments: [March 14, 2024: City of Colwood: Referral Motion Re: Proposed CRD Regional Water Supply DCC](#)

Item was postponed.

11. NEW BUSINESS

12. ADJOURNMENT

MOVED by Alternate Commissioner Plant and **SECONDED** by Commissioner Rogers,

That the meeting be adjourned at 1:13 pm.

CARRIED

OPPOSED: Chambers, Wagner

CHAIR

SECRETARY