

### SAANICH PENINSULA WATER COMMISSION

Notice of Meeting on **Thursday, January 19, 2023 at 9:30 am**Large Meeting Room, Sidney Community Safety Building (Fire Hall),
2245 Oakville Ave, Sidney BC

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

M. Doehnel P. Jones C. Pinches
S. Duncan D. Kelbert S. Shrivastava
D. Halldorson Z. King R. Windsor

W. Helgason C. McNeil-Smith

### **AGENDA**

### 1. TERRITORIAL ACKNOWLEDGEMENT

### 2. ELECTION OF CHAIR

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

### 3. ELECTION OF VICE CHAIR

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

### 4. APPROVAL OF AGENDA

Recommendation: That the minutes of the September 22, 2022 meeting be adopted.

### 6. CHAIR'S REMARKS

### 7. PRESENTATIONS/DELEGATIONS

Delegations will have the option to participate electronically. Please complete the <u>online</u> application for "Addressing the Board" on our website and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the Saanich Peninsula Water Commission at <a href="mailto:iwsadministration@crd.bc.ca">iwsadministration@crd.bc.ca</a>. Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.

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Saanich	<b>Peninsula</b>	<b>Wate</b>	er Co	ommis	sion
Agenda -	<ul><li>January</li></ul>	19, 2	023		

# 8. GENERAL MANAGER'S REPORT

9.	CON	MMISSION BUSINESS
	9.1.	Presentation – Saanich Peninsula Water Commission Orientation6
		There is no recommendation, the presentation is for information only.
	9.2.	Appointment of Representative to the Water Advisory Committee [Verbal] (Pursuant to Section 1 Bylaw No. 2541)
		<b>Recommendation:</b> That the Saanich Peninsula Water Commission appoint the Vice Chair to the Water Advisory Committee for a one-year term ending December 31, 2023.
	9.3.	Summary of Recommendations from Other Water Commissions20
		There is no recommendation, the summary is for information only.
	9.4.	Water Watch Report23
		There is no recommendation, the report is for information only.

# 10. SAANICH PENINSULA WATER COMMISSION MEETING SCHEDULE

Regular meetings of the Saanich Peninsula Water Commission shall be held on the third Thursday bimonthly, commencing at 9:30 am unless otherwise determined.

# 11. NOTICE(S) OF MOTION

# 12. NEW BUSINESS

# **13. ADJOURNMENT**

Next Meeting: Thursday, March 16, 2023



MINUTES OF A MEETING OF THE Saanich Peninsula Water Commission, held Thursday, September 22, 2022 at 9:30 am, Meeting Room #6 Greenglade Community Centre, 2151 Lannon Way, Sidney BC

PRESENT: Commissioners: D. Kelbert (Chair); M. Doehnel (Vice Chair); S. Duncan; D. Halldorson; W. Helgason; Z. King (EP); B. Fallot for C. McNeil-Smith; G. Orr; M. Weisenberger

**Staff:** T. Robbins, General Manager; I. Jesney, Senior Manager, Integrated Engineering; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; P. Kickham, Manager, Environmental Regulations; L. Westinghouse, Senior Financial Advisor; D. Dionne, Administrative Coordinator, Recording Secretary **Also in attendance:** D. Puskas, Director of Engineering, District of Central Saanich

REGRETS: T. Lomas; R. Windsor

EP = Electronic Participation

The meeting was called to order at 9:35 am.

### 1. TERRITORIAL ACKNOWLEDGEMENT

The Chair provided the Territorial Acknowledgement.

### 2. APPROVAL OF AGENDA

**MOVED** by Commissioner Duncan, **SECONDED** by Commissioner Weisenberger, That the agenda be approved.

**CARRIED** 

### 3. ADOPTION OF MINUTES

**MOVED** by Commissioner Weisenberger, **SECONDED** by Commissioner Duncan, That the minutes of the May 19, 2022 meeting be adopted.

**CARRIED** 

# 4. CHAIR'S REMARKS

The Chair remarked that:

- It's been a difficult year due to the Commission not meeting very often and with the election coming, there won't be another meeting until January.
- Commission members maybe don't get the opportunity to bring items forward for discussion, he encouraged members to think of things they are passionate about that they want to bring forward in the next term.
- He would like to see this Commission be more proactive on key issues.

### 5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

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# 6. GENERAL MANAGER'S REPORT

### 6.1. Certificates of Appreciation [Verbal]

T. Robbins advised that the Capital Regional District (CRD) Board Chair is issuing certificates of appreciation to recognize the time and commitment members put into supporting Capital Regional District committees and commissions.

### 7. COMMISSION BUSINESS

# 7.1. Saanich Peninsula Water Service 2023 Capital and Operating Budget

T. Robbins provided an overview of the staff report included in the agenda package.

Staff responded to questions from the Commission regarding:

- First Nations water servicing
- Development Cost Charge funds
- Reserve fund balance
- Water demand rates
- First Nations water demand adjustment for 2023
- Agriculture Research Station water rate and Agriculture Water Rate
- Rate increases over the five years
- Municipal Finance Authority borrowing versus reserve funds

**MOVED** by Commissioner Doehnel, **SECONDED** by Commissioner Halldorson, The Saanich Peninsula Water Commission recommends that the Capital Regional District Board:

- 1. Approve the 2023 operating and capital budget;
- 2. Approve the 2023 Saanich Peninsula bulk water rate of \$1.1439 per cubic metre, and the Agricultural Research Station water rate of \$1.1791 per cubic metre, adjusted if necessary by any changes in the CRD Regional Water Supply wholesale water rate:
- 3. Direct staff to balance the 2022 actual revenue and expense on the transfer to capital reserve fund;
- 4. Direct staff to update carry forward balances in the 2023 Capital Budget for changes after year end; and,
- 5. Direct staff to amend the Bulk Water Rates Bylaw accordingly.

**CARRIED** 

# 7.2. Summary of Recommendations from Other Water Commissions

**RECEIVED FOR INFORMATION** 

### 7.3. Water Watch Report

RECEIVED FOR INFORMATION

# 8. COMMISSION MEMBERSHIP

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# 8.1. Expiring Terms – December 31, 2022

T. Robbins advised that the expiring terms are presented for information only and that appointments to CRD committees and commissions will follow the Municipal elections and after councils are appointed.

Discussion ensued regarding the one-year term length of the Saanich Peninsula Water Commission and how the term is dictated by the Supplementary Letters Patent.

**MOVED** by Commissioner Orr, **SECONDED** by Commissioner Doehnel, That lengthening the one-year term for membership be considered when the review of the Supplementary Letters Patent for the Saanich Peninsula Water Supply Commission is conducted.

# 1-year annual appointments – appointed by municipalities

- Sara Duncan, Councillor, Sidney (ending second term)
- Zeb King, Councillor, Central Saanich (ending third term)
- Murray Weisenberger, Councillor, North Saanich (ending fourth term)
- Tony Lomas, Sidney Resident (ending first term)
- David Kelbert, Central Saanich Resident (ending third term)
- Dwayne Halldorson, North Saanich Resident (ending first term)

# 1-year annual appointment – appointed by Peninsula and Area Agricultural Commission

• Michael Doehnel, Peninsula and Area Agricultural Commission

# 1-year annual appointment – appointed by First Nations Community

Wayne Helgason, First Nations Representative (T'sawout) (ending first term)

# CRD Board Directors – appointed by the Municipalities for a 4-year term

- Cliff McNeill-Smith, CRD Board Director, Sidney
- Geoff Orr, CRD Board Director, North Saanich
- Ryan Windsor, CRD Board Director, Central Saanich

# 9. NEW BUSINESS

There was no new business.

### **10. ADJOURNMENT**

**MOVED** by Commissioner Weisenberger, **SECONDED** by Commissioner Helgason, That the September 22, 2022 meeting be adjourned at 10:41 pm.

		CARRIED
CHAIR	SECRETARY	



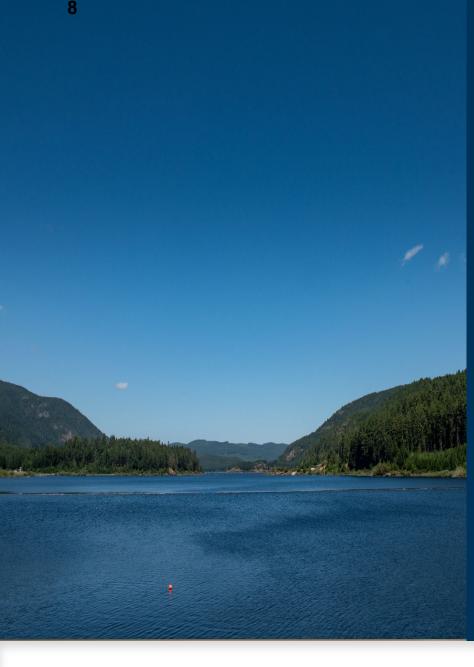




# Agenda

- 1. Introduction
- 2. Service Support Staff
- 3. Governance Framework
- 4. Regional Water Supply Overview
- 5. System Infrastructure Overview
- 6. Service Delivery CRD Departmental Programs
- 7. Budget





# Meet the team

	<b>Ted Robbins</b> CAO, Capital Regional District	lan Jesney Acting General Manager, Integrated Water Services		
5	Joseph Marr Acting Senior Manager, Infrastructure Engineering, Integrated Water Services	Shayne Irg Senior Manager, Water Operations, Integrated Water Services		
	Glenn Harris Senior Manager, Environmental Protection & Water Quality, Parks & Environmental Services	Laurel Westinghouse Senior Financial Advisor, Finance & Technology		
	Tanya Duthie  Manager, Administration Services, Integrated Water Services	Denise Dionne Administrative Coordinator & Commission Secretary, Integrated Water Services		

# Governance Overview



# Provincial Regulation & CRD Bylaws

- Supplementary Letters Patent 1976 Saanich Peninsula Water Supply Service & Commission Establishment - Not available on the CRD website - attached
- CRD Bylaw No. 4186 CRD Board Delegation Bylaw
- CRD Bylaw No. 0376 Saanich Peninsula Bulk Water Rates Bylaw
- CRD Bylaw No. 3208 Water & Wastewater Development Cost Charge Bylaw
- CRD Bylaw No. 4099 –Water Conservation Bylaw
- CRD Bylaw No. 3516 –Cross Connection Control Bylaw
- CRD Policies Procurement (& Delegation)
   Policy



# Governance Overview



# Service & Governance

- CRD Board Chair Colin Plant (2023)
- Saanich Peninsula Water Commission
  - Cliff McNeil-Smith, Mayor, Sidney
  - Ryan Windsor, Mayor, Central Saanich
  - Peter Jones, Mayor, North Saanich
  - Sara Duncan, Councillor, Sidney
  - Zeb King, Councillor, Central Saanich
  - Sanjiv Shrivastava, Councillor, North Saanich
  - Carys Pinches, Community, Sidney
  - David Kelbert, Community, Central Saanich
  - Dwayne Halldorson, Community, North Saanich
  - Wayne Helgason, Tsawout FN
  - Mike Doehnel, Peninsula Area Agricultural Commission
- Water Advisory Committee Vice Chair typically represents
   Saanich Peninsula Water Commission



# Water Supply Source & Treatment



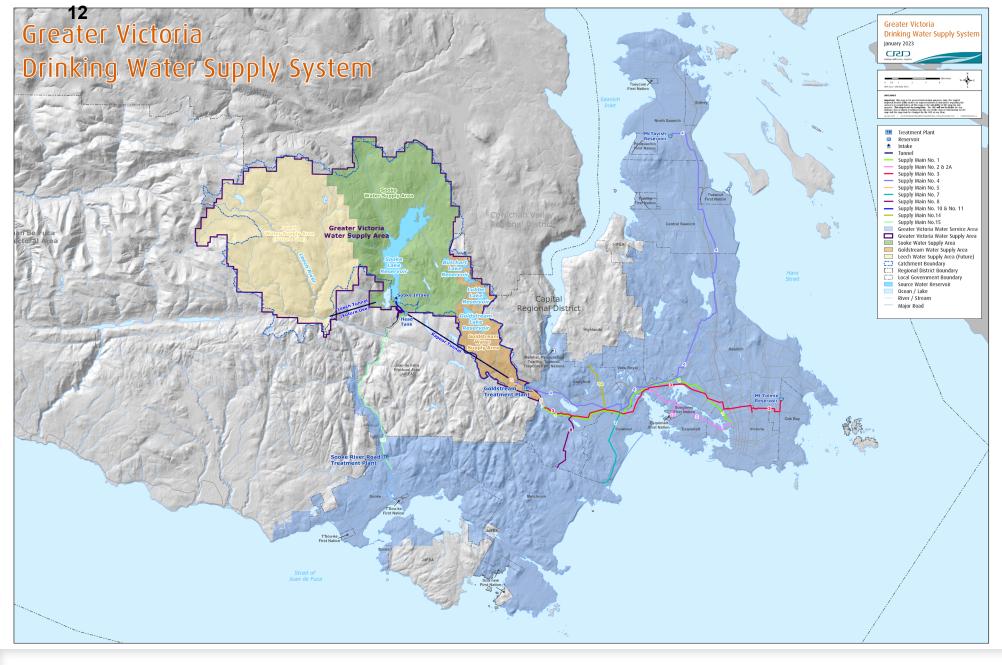




# Greater Victoria Water Supply Area

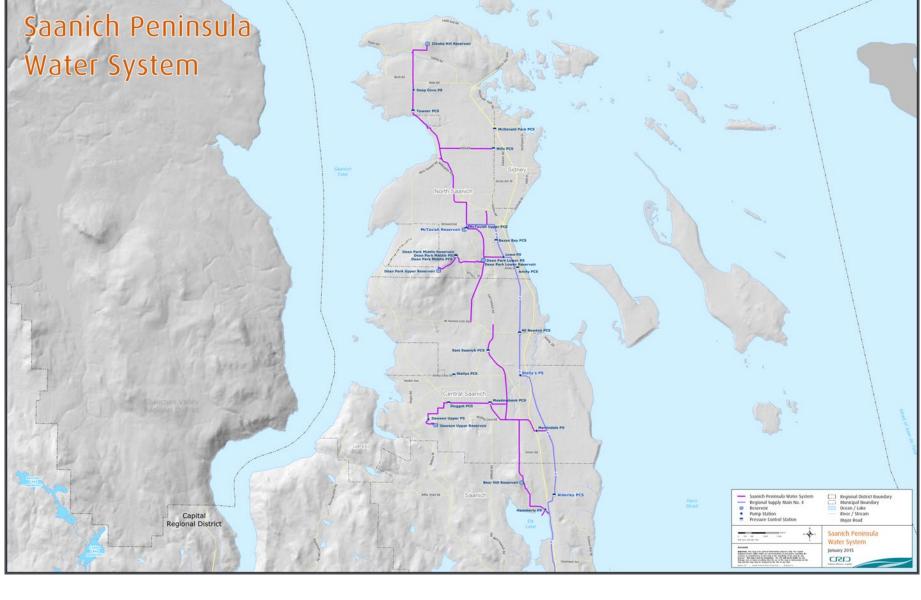
- 20,605 ha Sooke, Goldstream, Leech Watersheds
- 6 Lake Reservoirs & 11 Dams
- Sooke Lake Reservoir Primary Supply Source
- Goldstream Reservoir System Secondary Supply Source
- Unfiltered Source Water with 3-Step Disinfection Process
  - Primary Disinfection
    - Ultraviolet light targets parasites (Giardia & Crypto)
    - Free chlorine targets bacteria & viruses
  - Secondary Disinfection
    - Ammonia to produce chloramine long-lasting disinfectant residual
  - Unfiltered Raw Source Water
    - Turbidity (cloudiness) typically < 1 NTU</li>
    - E.Coli bacteria < 20 CFU/100 mL





# System Infrastructure Overview





# System Infrastructure Overview

- Approx. 35 km of water main
- Pipe diameters range in size from 200mm - 760mm

•	DI	49%
•	AC	30%
•	PVC	16%
•	Steele	4%
•	Permastran	1%

- 13 Hydrants
- 20 Bulk Meters
- 6 Pump Stations
- 6 Reservoirs

# Service Overview







# **CRD Departmental Programs**

- Water Infrastructure Engineering & Operations
  - Water System Operation and Maintenance
  - Capital Project Delivery
  - Engineering Design & Project Management
  - System Infrastructure Planning & Asset Management
  - Emergency Response
- Watershed Protection
  - Wildfire Management, Security, Emergency Response
  - Watershed Road & Facility Operations
  - Ecological Resource Planning
  - Silviculture & Forest Fuel Management
- Plant Maintenance & Fleet Management
  - Preventive Maintenance Planning & Management for Operations
  - Fleet: Service Vehicles & Heavy Equipment



# Service Overview

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# **CRD Departmental Programs**

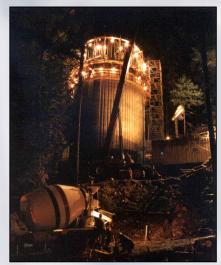
- Water Quality
  - Water Quality Sampling, Monitoring, Reporting
  - Source Water Protection
  - CRD Accredited Lab bacteriological, chemistry, aquatic ecology testing
  - Cross Connection Control
- Water Metering & Billing
  - Meter Reading & Billing Frequency
  - Customer Base Residential, ICI
  - Payment Options & Billing Inquiries
- Demand Management
  - Administration of Water Conservation Bylaw
  - Promotion of Responsible Water Use Outreach & Education



# Budget Planning and Approval Overview

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# Service Budget

- Operating & Capital Budgets
  - Provides for all expenditures for Operation & Maintenance (0&M), administration of water service and capital projects
- Operating, Capital Project Lists & Supplemental budget items considered by Commission annually in September for recommendation to CRD Board
- Service Funding
  - 100% of operating costs funded by sale of bulk water to Municipalities
  - Development Cost Charge Capital (DCC) primarily funded through collection of DCC funds
  - 100% of debt costs funded by requisition to Municipalities calculated by formula



# Budget Summaries



# Service Budget

2023 Budgets	
Total Budget	\$ 7.41 M
Total Water Capital Projects Value	\$ 5.05 M
Total DCC Capital	\$ 83 K

2023 Budget Context	
Water System Operation	\$ 1.68 M
Bulk Water Purchase	\$ 4.88 M
Transfers to Reserves	\$ 850 K
Debt Servicing	\$ 0
	\$7.41 M

# Water Demand & Rates



- 2023 Regional Water Supply Wholesale Rate: \$0.7698 / cubic metre
- 2023 Saanich Peninsula Bulk Water Rate: \$1.1439 / cubic metre
- 2023 Agricultural Research Station Rate: \$1.1791 / cubic metre
- 2023 Agricultural Rate: \$0.2105 / cubic metre
- 2023 Budget Water Demand: 6,335,000 cubic metres



# Thank you













# JUAN DE FUCA WATER DISTRIBUTION COMMISSION Tuesday, January 3, 2023 at 12:00 PM

# MEETING HOTSHEET (ACTION LIST)

The following is a quick snapshot of the <u>FINAL</u> **Juan de Fuca Water Distribution Commission** decisions made at the meeting. The minutes will represent the official record of the meeting.

# 2. ELECTION OF CHAIR

Commissioner Gord Baird was acclaimed as Chair for a two-year term, ending December 31, 2024.

# 3. ELECTION OF VICE CHAIR

Commissioner John Rogers was acclaimed as Vice Chair for a two-year term, ending December 31, 2024.

# 4. ADOPTION OF MINUTES

That the minutes of the September 6, 2022 meeting be adopted.

**CARRIED** 

### 10. WATER ADVISORY COMMITTEE APPOINTMENT OF REPRESENTATIVE

That the Juan de Fuca Water Distribution Commission appoint the Vice Chair to the Water Advisory Committee for a two-year term ending December 31, 2024.

**CARRIED** 

# 11. JUAN DE FUCA WATER DISTRIBUTION COMMISSION MEETING SCHEDULE

Regular meetings of the Juan de Fuca Water Distribution Commission shall be held at CRD Integrated Water Services, Goldstream Conference room, 479 Island Highway, Victoria, BC on the first Tuesday of the month commencing at 12 pm unless otherwise determined.

**RECEIVED** 

### 13. NEW BUSINESS

### **Motion Arising:**

That the Chair, on behalf of the Commission, prepare a letter of appreciation for the work of last term's Commissioners and that a letter of and token of appreciation be presented to the last term's Chair for his work with the Commission.

### **Actions:**

 Staff to consider public education for Strata developments regarding regular water flushing for water quality maintenance.



# REGIONAL WATER SUPPLY COMMISSION Wednesday, September 28, 2022 at 11:30 AM

# MEETING HOTSHEET (ACTION LIST)

The following is a quick snapshot of the <u>FINAL</u> **Regional Water Supply Commission** decisions made at the meeting. The minutes will represent the official record of the meeting.

# 3. ADOPTION OF MINUTES

That the minutes of the July 20, 2022 meeting be adopted.

CARRIED

### 7. COMMISSION BUSINESS

# 7.1. Regional Water Supply Service 2023 Capital and Operating Budget

The Regional Water Supply Commission recommends that the Capital Regional District Board:

- 1. Approve the 2023 Operating and Capital Budget and the Five Year Capital Plan;
- 2. Approve the 2023 wholesale water rate of \$0.7698 per cubic metre;
- 3. Approve the 2023 agricultural water rate of \$0.2105 per cubic metre;
- 4. Direct staff to balance the 2022 actual revenue and expense on the transfer to the water capital fund; and
- 5. Direct staff to amend the Water Rates Bylaw accordingly.

**CARRIED** 



# JUAN DE FUCA WATER DISTRIBUTION COMMISSION Tuesday, September 6, 2022 at 12 PM

# MEETING HOTSHEET (ACTION LIST)

The following is a quick snapshot of the <u>FINAL</u> **Juan de Fuca Water Distribution Commission** decisions made at the meeting. The minutes will represent the official record of the meeting.

# 3. ADOPTION OF MINUTES

That the minutes of the July 5, 2022 meeting be adopted.

CARRIED

### 7. COMMISSION BUSINESS

# 7.1. Juan de Fuca Water Distribution Service 2023 Capital and Operating Budget

The Juan de Fuca Water Distribution Commission recommends the Committee of the Whole recommend that the Capital Regional District Board:

- 1. Approve the 2023 Operating and Capital Budget and the Five Year Capital Plan;
- 2. Approve the 2023 Juan de Fuca Water Distribution Service retail water rate of \$2.5466 per cubic metre, adjusted if necessary, by any change in the Regional Water Supply wholesale water rate;
- 3. Direct staff to balance the 2022 actual operating deficit or surplus on the 2022 capital fund transfer; and
- 4. Direct staff to amend the Water Distribution Local Service Conditions, Fees and Charges Bylaw accordingly.

**CARRIED** 

File No. 902-03

# CAPITAL REGIONAL DISTRICT - INTEGRATED WATER SERVICES Water Watch

Issued January 09, 2023

# **Water Supply System Summary:**

# 1. Useable Volume in Storage:

Reservoir	January 31 5 Year Ave		January 31/22		January 8/23		% Existing Full Storage
	ML	MIG	ML	MIG	ML	MIG	
Sooke	92,727	20,400	92,727	20,400	78,923	17,363	85.1%
Goldstream	8,412	1,851	9,825	2,162	9,906	2,179	99.9%
Total	101,139	22,251	102,552	22,561	88,829	19,542	86.5%

2. Average Daily Demand:

For the month of January 99.6 MLD 21.91 MIGD For week ending January 08, 2023 100.2 MLD 22.04 MIGD Max. day January 2023, to date: 104.0 MLD 22.88 MIGD

3. Average 5 Year Daily Demand for January

Average (2018 - 2022) 101.4 MLD <sup>1</sup> 22.32 MIGD <sup>2</sup>

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

4. Rainfall January:

Average (1914 - 2022): 274.7 mm

Actual Rainfall to Date 21.3 mm (8% of monthly average)

5. Rainfall: Sep 1- Jan 8

Average (1914 - 2021): 560.7 mm

2022/2023 542.8 mm (97% of average)

### 6. Water Conservation Action Required:

To avoid possible leaks this spring, now is the time to winterize your sprinkler system.

Visit our website at www.crd.bc.ca/water for more information.

If you require further information, please contact:

lan Jesney, P. Eng.

Acting General Manager, CRD - Integrated Water Services

or

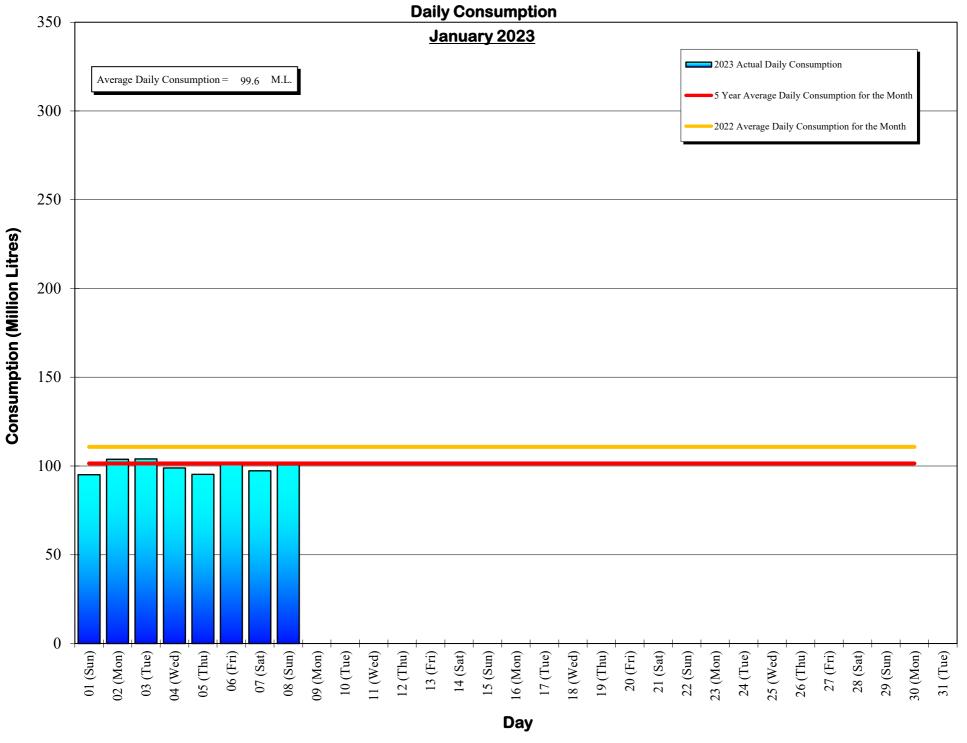
Glenn Harris, Ph D., RPBio

Senior Manager - Environmental Protection

Capital Regional District Integrated Water Services

479 Island Highway Victoria, BC V9B 1H7

(250) 474-9600



# Daily Consumptions: - January 2023

Date	To	tal Consur	l Consumption  Air Temperature @ Japan Gulch  Weather Conditions		Weather Conditions	Precipitation @ Sooke Res.: 12:00an			
	(ML) 1		(MIG) <sup>2.</sup>	High (°C)	Low (°C)		Rainfall (mm)	Snowfall 3. (mm)	Total Precip.
01 (Sun)	95.1	<=Min	20.9	6	1	Cloudy	0.0	0.0	0.0
02 (Mon)	103.8		22.8	5	2	Sunny / P. Cloudy	0.0	0.0	0.0
03 (Tue)	104.0	<=Max	22.9	6	2	Sunny / P. Cloudy / Showers	0.5	0.0	0.5
04 (Wed)	98.9		21.7	7	3	Cloudy / Showers	2.3	0.0	2.3
05 (Thu)	95.3		21.0	11	5	Cloudy / Showers	1.8	0.0	1.8
06 (Fri)	101.7		22.4	9	3	Cloudy / Showers	5.1	0.0	5.1
07 (Sat)	97.3		21.4	7	4	Cloudy / Showers	6.3	0.0	6.3
08 (Sun)	100.6		22.1	7	4	Cloudy / Showers	5.3	0.0	5.3
09 (Mon)									
10 (Tue)									
11 (Wed)									
12 (Thu)									
13 (Fri)									
14 (Sat)									
15 (Sun)									
16 (Mon)									
17 (Tue)									
18 (Wed)									
19 (Thu)									
20 (Fri)									
21 (Sat)									
22 (Sun)									
23 (Mon)									
24 (Tue)									
25 (Wed)									
26 (Thu)									
27 (Fri)									
28 (Sat)									
29 (Sun)									
30 (Mon)									
31 (Tue)									
TOTAL	796.7	ML	175.27 MIG				21.3	0	21.3
MAX	104.0	)	22.88	11	5		6.3	0	6.3
AVG	99.6		21.91	7.3	3.0		2.7	0	2.7
MIN	95.1		20.93	5	1		0.0	0	0.0

1. ML = Million Litres

2. MIG = Million Imperial Gallons

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

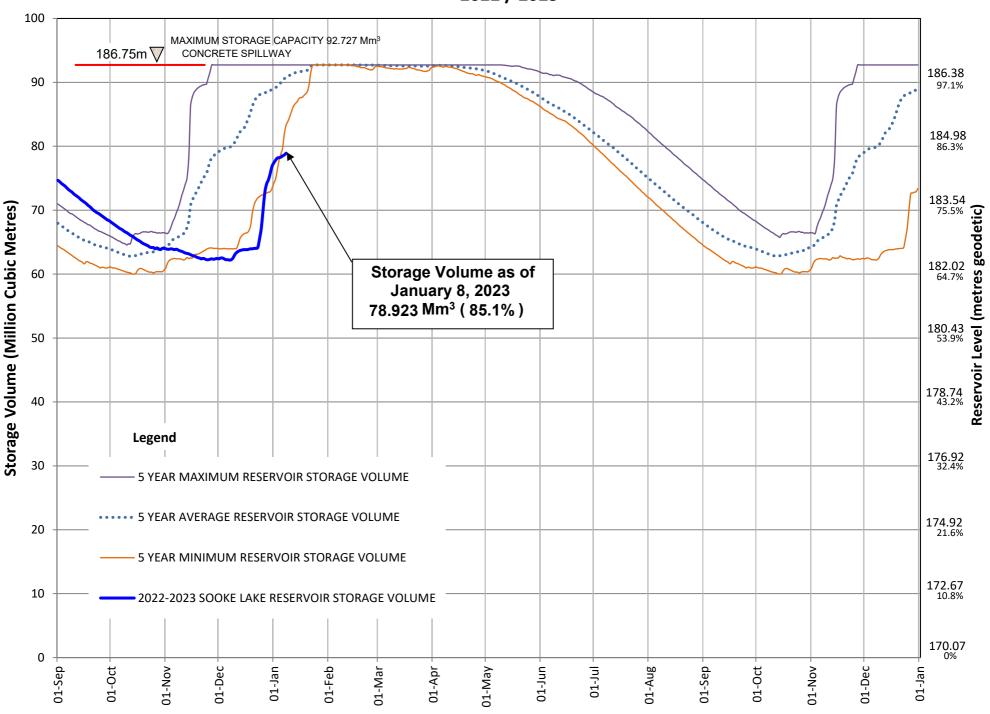
Average Rainfall for January (1914-2022)	274.7 mm
Actual Rainfall: January	21.3 mm
% of Average	8%
Average Rainfall (1914-2021): Sept 01 - Jan 08	560.7 mm
Actual Rainfall (2022/23): Sept 01 - Jan 08	542.8 mm
% of Average	97%

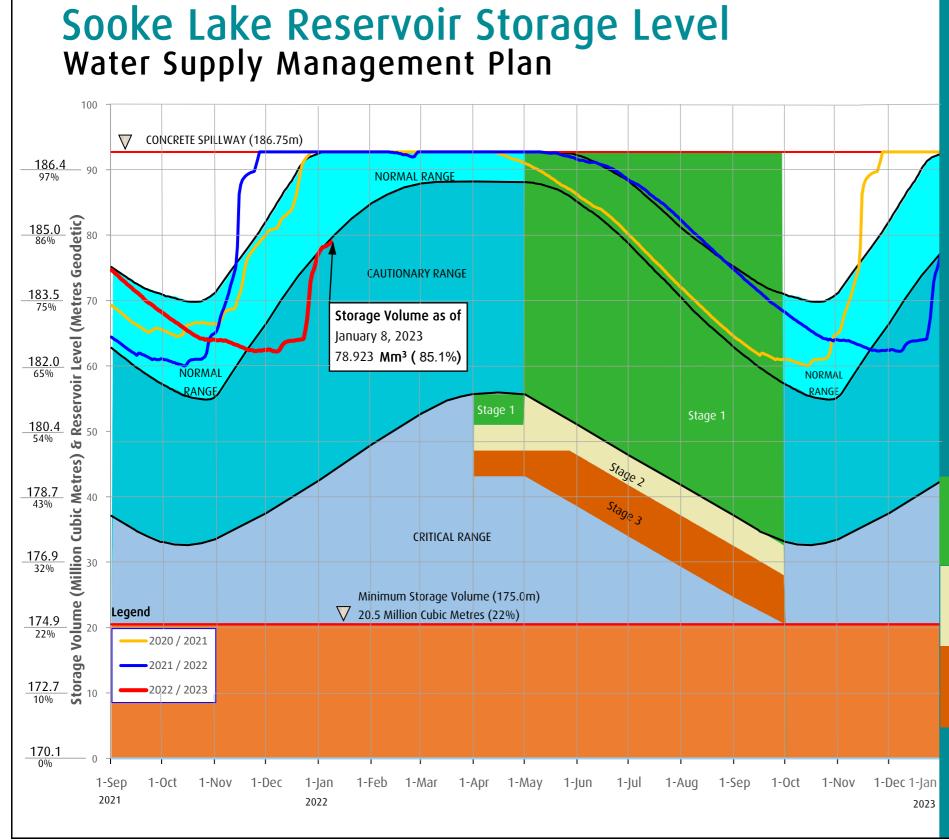
Number days with precip. 0.2 or more

Water spilled at Sooke Reservoir to date (since Sept. 1) =

= 0.00 Billion Imperial Gallons = 0.00 Billion Litres

# SOOKE LAKE RESERVOIR STORAGE SUMMARY 2022 / 2023





# **FAQs**

How are water restriction stages determined?

Several factors are considered when determining water use restriction stages, including,

- 1. Time of year and typical seasonal water demand trends;
- 2. Precipitation and temperature conditions and forecasts;
- 3. Storage levels and storage volumes of water reservoirs (Sooke Lake Reservoir and the Goldstream Reservoirs) and draw down rates;
- 4. Stream flows and inflows into Sooke Lake Reservoir;
- 5. Water usage, recent consumption and trends; and customer compliance with restriction;
- 6. Water supply system performance.

The Regional Water Supply Commission will consider the above factors in making a determination to implement stage 2 or 3 restrictions, under the Water Conservation Bylaw.

At any time of the year and regardless of the water use restriction storage, customers are encouraged to limit discretionary water use in order to maximize the amount of water in the Regional Water Supply System Reservoirs available for nondiscretionary potable water use.

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

Stage 2 Is initiated when it is determined that there is an acute water supply shortage. During this time, lawn water is permitted once a week at different times for even and odd numbered addresses.

Stage 3 Is initiated when it is determined that there is a severe water supply shortage. During this time, lawn watering is not permitted. Other outdoor water use activities are restricted as well.

For more information, visit www.crd.bc.ca/drinkingwater



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# **Useable Reservoir Volumes in Storage for January 08, 2023**

