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## **WATER ADVISORY COMMITTEE**

Notice of Meeting on **Wednesday, February 3, 2016 @ 10 am**  
Goldstream Conference Room, 2<sup>nd</sup> Floor, 479 Island Highway, Victoria, BC

R. Mersereau  
P. Elworthy  
R. Machin  
G. Orr  
B. Moody

M. Thompson  
B. June  
R. Neuman  
J. Rogers  
M. Williams

T. Wood  
A. Gibson  
C. Nowakowski  
F. Schultz

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### **AGENDA**

1. Introductions
2. Election of Chair and Vice-Chair
3. Approval of Agenda
4. Adoption of Minutes of October 7, 2015
5. Regional Water Supply Commission Chair and Vice Chair Appointments (Verbal)
6. Terms of Reference for the Water Advisory Committee (Report #WAC 2016-01)
7. Overview of the Priorities for the Regional Water Supply Commission
8. Appointment of a Representative to the Elk/Beaver Lake Steering Committee
9. Adjournment

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*To ensure a quorum is present, please call Margaret at 250.474.9606 if you or your alternate cannot attend.*



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## MINUTES OF A MEETING OF THE WATER ADVISORY COMMITTEE

Held Wednesday, October 7, 2015 at 9 am in the Goldstream Conference Room,  
479 Island Highway, Victoria, BC

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**PRESENT:** R. Mersereau (Chair), M. Thompson, P. Elworthy, F. Schultz (9:15 am), G. Orr, J. Rogers, R. Neuman, M. Doehnel, T. Wood, B. June, B. Wilkes, C. Nowakowski  
**Staff:** T. Robbins, A. Constabel, M. Montague (Recorder)

**ABSENT:** M. Williams, M. Gingras, R. Machin

The meeting was called to order at 9 am.

### 1. APPROVAL OF AGENDA

**MOVED** by T. Wood and **SECONDED** by P. Elworthy,  
that the Water Advisory Committee approve the agenda.

CARRIED

### 2. ADOPTION OF MINUTES OF SEPTEMBER 2, 2015

**MOVED** by G. Orr and **SECONDED** by B. Wilkes,  
that the Water Advisory Committee adopt the minutes of the meeting held September 2,  
2015.

CARRIED

### 3. CHAIR/VICE-CHAIR'S REMARKS

The Chair remarked as follows:

- She attended the last Regional Water Supply Commission meeting to report on the activities of the Water Advisory Committee.
- Staff presented the results of the Leech Open Houses.

The Vice-Chair remarked as follows:

- He attended the Regional Water Supply Commission Budget Sub-Committee meeting and noted there was general support for funding of a post disaster emergency water supply.
- Suggestions put forward by the Water Advisory Committee regarding alternative terminology for the agricultural subsidy was incorporated into the budget documents.

### 4. PRESENTATIONS

- There were no presentations.

### 5. CONSIDERATION OF AMENDMENT TO BYLAW 2804 TO INCLUDE THE LEECH WATER SUPPLY AREA

Annette Constabel spoke to the report. She reported that, since 2013, a process has been underway to inform a recommendation to amend Bylaw 2804 to incorporate the Leech Water Supply Area and consider provision for authorized public recreational access and First Nation Cultural use access.

Discussion ensued on the following points:

- When the Leech may be needed
- Involvement of First Nations
- Mineral claims
- Communication
- Permit process and cost implications
- Insurance requirements
- Restricted access during High and Extreme fire rating

**MOVED** by P. Elworthy, **SECONDED** by B. Wilkes,

That the Water Advisory Committee recommend that the Regional Water Supply Commission direct staff to prepare an amendment to the Greater Victoria Water Supply Area Protection Bylaw No. 2804 to:

- a. include the Leech Water Supply Area with the intention that the Leech Water Supply Area be fully closed to unauthorized public access effective June 1, 2016;
- b. allow for First Nations cultural use access in the Leech Water Supply Area in accordance with an access agreement; and
- c. not allow for public recreational use access by permit in the Leech Water Supply Area.

CARRIED  
B. June OPPOSED

It was decided that the Committee will present and distribute the rationale for their recommendation to the Regional Water Supply Commission directly during their regular update at the October 21, 2015 meeting.

## **6. REPORTS FROM WORKING GROUPS**

- a) Water Value and Conservation
  - Another editorial piece has been published in the Times Colonist.
  - Alternatives to implementing a more standardized approach to conservation will be investigated. This item will be added to the next working group agenda for discussion.
- b) Water for Food
  - M. Doehnel noted that irrigation was discontinued by September 15, which made it possible to stick to the general watering target.
- c) Disaster Preparedness
  - The working group has prepared an outline for a plan and would like to work with staff to develop it.

## **7. QUESTIONS FROM COMMITTEE MEMBERS**

None.

8. **WATER WATCH**

**MOVED** by M. Thompson, **SECONDED** by P. Elworthy,  
That the Water Advisory Committee receive the report for information.

CARRIED

9. **NEW BUSINESS**

Elk Lake Water Quality Challenges and Potential Implications for Contingency Water Supply Planning – B. Wilkes reported that the quality of water in Elk Lake has been deteriorating rapidly over the past 20 years and supports efforts to do what is necessary to restore it. M. Thompson suggested that Elk Lake is a good location for an emergency water supply in the event of a disaster. C. Nowakowski noted that Elk Lake is similar to St. Mary's Lake on SSI. It was felt that septic tanks around St. Mary's Lake were a concern, but further investigation determined they were not a factor in the lake's deterioration. Elk Lake could be used as an emergency water supply, but at what cost. T. Robbins noted that Parks and Environmental Services is dealing with this issue and Integrated Water Services will continue to monitor the work.

Status of Engagement with First Nations – Staff continue to work with First Nations on this item.

10. **ADJOURNMENT**

**MOVED** by T. Wood and **SECONDED** by F. Schultz,  
That the meeting of the Water Advisory Committee be adjourned at 11:30 am.

**REPORT TO THE WATER ADVISORY COMMITTEE  
MEETING OF WEDNESDAY, FEBRUARY 3, 2016**

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**SUBJECT      TERMS OF REFERENCE FOR THE WATER ADVISORY COMMITTEE**

**ISSUE**

To review the Terms of Reference for the Water Advisory Committee.

**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 (Water Advisory Committee or 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. The current Committee terms of reference are attached as Attachment 1.

The current Committee Terms of Reference were last revised in September 2014. At its March 22, 2014 planning workshop, the Committee recommended that the Committee terms of reference be amended to provide clarity on the following, with a goal of increasing the value of the Committee to the Commission and staff through a more structured approach to Committee operations:

- Roles of staff – Staff representation at Committee meetings.
- Consideration of issues and reporting to the Commission – Outline how the Commission and staff bring issues forward to the Committee for consideration, so that consensus can be reached and recommendations can be established for the Commission or staff's consideration.
- Meeting frequency – Regular meetings of the Committee will be based on the need for consideration of issues identified by the Commission or staff, or at the call of the Committee Chair.

The Regional Water Supply Commission has endorsed the attached Committee terms of reference.

**CONCLUSION**

The Water Advisory Committee terms of reference are intended to clarify Committee operations, improving the effectiveness of the Committee and staff, resulting in increasing the value of the Committee to the Commission and staff.

**RECOMMENDATION**

That the Water Advisory Committee receive the staff report for information.



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Ted Robbins, BSc, CTech  
General Manager, Integrated Water Services

TR:mm

Attachment: 1



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# ATTACHMENT 1

## 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 his 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.