

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, DECEMBER 13, 2023**

SUBJECT **Bylaw Nos. 4578, 4579, and 4580: Updates to Water Supply, Bulk Water Fees and Charges and Water Distribution Bylaws**

ISSUE SUMMARY

To update the Capital Regional District (CRD) water supply and water distribution and bulk water fees and charges schedules for 2024.

BACKGROUND

On October 25, 2023 the Board approved the 2024 Provisional Financial Plan, inclusive of the commission approved budgets for:

- Regional Water Supply Service
- Saanich Peninsula Water Service
- Juan De Fuca Water Distribution Service

Each service recovers costs through fees and charges for the delivery of water supply. Annually, and for the upcoming year, fee schedules are updated based on the approved financial plan. This report outlines the following amending bylaws as described:

- 1) Regional Water Supply Service: Bylaw No. 4578 to amend Bylaw No. 2570, "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997" by deleting Schedule "A" in its entirety and substituting the attached Schedule "A", effective January 1, 2024.
- 2) Saanich Peninsula Water Service: Bylaw No. 4579 to amend Bylaw No. 376, being "Bulk Water Rates Bylaw, 1977" by deleting Schedule "A" in its entirety and substituting the attached Schedule "A", effective January 1, 2024.
- 3) Juan De Fuca Water Distribution Service: Bylaw No. 4580 to amend Bylaw No. 3889, "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013" by deleting Schedule "C" in its entirety and substituting the attached Schedule "C", effective January 1, 2024.

The bylaws, if approved, establish the 2024 Fees and Charges for each of the water services listed above.

ALTERNATIVES

Alternative 1

1. That Bylaw No. 4578, “Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 25, 2023”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4578 be adopted.
3. That Bylaw No. 4579, “Bulk Water Rates Bylaw, 1977, Amendment Bylaw No. 43, 2023”, be introduced and read a first, second and third time; and
4. That Bylaw No. 4579 be adopted.
5. That Bylaw No. 4580, “Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 13, 2023”, be introduced and read a first, second and third time; and
6. That Bylaw No. 4580 be adopted.

Alternative 2

That the one or more proposed fees and charges amending bylaws be referred back to staff for additional information.

IMPLICATIONS

Financial Implications and Service Delivery Implications

The bylaws are required to provide the necessary authority for services to charge the updated fees and charges to customers receiving water supply, bulk water and water distribution. The proposed fees and charges are included in each bylaw for approval and are attached. The adjusted fees and charges have been recommended by the respective Commissions.

CONCLUSION

On October 25, 2023, the Board approved the 2024 Provisional Financial Plan, inclusive of the commission approved budgets for the Regional Water Supply Service, the Juan De Fuca Water Distribution Service and the Saanich Peninsula Water Service. Amending bylaws No. 4578, 4579 and 4580 rates charged for water supply, bulk water and water distribution. Approval of these bylaws updates the rate schedules consistent with the 2024 Board approved financial plan and effective January 1, 2024.

RECOMMENDATION

1. That Bylaw No. 4578, “Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 25, 2023”, be introduced and read a first, second and third time; and
2. That Bylaw No. 4578 be adopted.
3. That Bylaw No. 4579, “Bulk Water Rates Bylaw, 1977, Amendment Bylaw No. 43, 2023”, be introduced and read a first, second and third time; and
4. That Bylaw No. 4579 be adopted.
5. That Bylaw No. 4580, “Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 13, 2023”, be introduced and read a first, second and third time; and
6. That Bylaw No. 4580 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	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

ATTACHMENTS

- Appendix A: Bylaw No. 4578, “Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 25, 2023”
- Appendix B: Bylaw No. 4579, “Bulk Water Rates Bylaw, 1977, Amendment Bylaw No. 43, 2023”
- Appendix C: Bylaw No. 4580, “Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 13, 2023