



**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