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REPORT TO REGIONAL WATER SUPPLY COMMISSION MEETING OF MARCH 18, 2026

SUBJECT **Bylaw No. 4754, Water Advisory Committee Bylaw No. 1, 1997, Repeal Bylaw No. 1, 2026 and Revised of Terms of Reference**

ISSUE SUMMARY

To initiate the repeal of Bylaw No. 2541, “Water Advisory Committee Bylaw No. 1, 1997”, and revise the Water Advisory Committee (WAC) Terms of Reference (TOR) to ensure the WAC operates solely under the TOR.

BACKGROUND

Establishment of Regional Water Commission and Water Advisory Committee

In 1997, the *Capital Region Water Supply and Sooke Hills Protection Act* came into force, requiring the Capital Regional District (CRD) to establish:

1. the Regional Water Service, operated by Bylaw No. 2537;
2. a water distribution service for the Western Communities (the Juan de Fuca Water Service, operated by Bylaw No. 2538);
3. the Regional Water Supply Commission, by bylaw No. 2539; and
4. an advisory committee to provide advice to the Regional Water Supply Commission on water supply and quality, stewardship of water supplying lands and water conservation measures.

Subsequently, the CRD established both the Regional Water Supply Commission (Commission) and WAC. At the time, the WAC was established by bylaw. The WAC operated through the governing bylaw and additionally a TOR which served as a reference document to clarify its mandate, responsibilities and procedures and generally supplement information around governance and procedures of the WAC.

Bylaw Repeal

In order to streamline governance of the WAC, staff recommend the introduction, reading and adoption of Bylaw No. 4754, “Water Advisory Committee Bylaw No. 1, 1997, Repeal Bylaw No. 1, 2026”.

Terms of Reference Updates

Staff are recommending revisions to the TOR to ensure uniformity across CRD Committees and that WAC continues to operate with elements of the governing bylaw and its amendments.

The proposed changes will include provisions for First Nations participation and voting rights, and consolidate items previously found separately across the governing bylaw and TOR into a single document.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4754, “Water Advisory Committee Bylaw No. 1, 1997, Repeal Bylaw No. 1, 2026,” be introduced and read a first, second and third time;
2. That Bylaw No. 4754 be adopted; and
3. That the revised Water Advisory Committee Terms of Reference be approved.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Alignment with Existing Plans & Strategies

As part of CRD Evolves, Legislative Services now oversees the Regional Water Commission and Water Advisory Committee. Staff have undertaken ongoing review and optimization of governance of the Regional District’s advisory bodies in a fair, representative, and transparent manner.

First Nations Implications

The proposed amendments to the WAC TOR will include the CRD Board Procedures Bylaw amendments to Standing Committees and ensure participating First Nations representatives are able to participate and vote on matters of joint interest.

Service Delivery Implications

The revised TOR will ensure consistency with the CRD Board Procedures Bylaw. In the absence of legislation requiring a committee to be established by bylaw, committees should operate under TOR, reducing redundancy and risk of error in interpreting two governing documents.

CONCLUSION

The WAC currently operates under a TOR and a governing bylaw. To streamline governance, staff recommend repeal of the WAC’s governing bylaw with amendment of the TOR for consistency with other CRD advisory committees. Upon repeal of Bylaw No. 2541, “Water Advisory Committee Bylaw No. 1, 1997”, the WAC will operate solely under the revised TOR.

RECOMMENDATION

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

1. That Bylaw No. 4754, “Water Advisory Committee Bylaw No. 1, 1997, Repeal Bylaw No. 1, 2026,” be introduced and read a first, second and third time;
2. That Bylaw No. 4754 be adopted; and
3. That the revised Water Advisory Committee Terms of Reference be approved.

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ATTACHMENTS

Appendix A: Bylaw No. 4754, Water Advisory Committee Bylaw No. 1, 1997, Repeal Bylaw No. 1, 2026

Appendix B: Consolidated Bylaw No. 2541, Water Advisory Committee Bylaw No. 1, 1997

Appendix C: 2026 Water Advisory Committee Terms of Reference (Revised)

Appendix D: 2026 Water Advisory Committee Terms of Reference (Redlined)