

Meeting Minutes

Regional Water Supply Commission

Wednesday, April 16, 2025

1:30 PM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

PRESENT:

Commissioners: G. Baird (Chair), K. Harper (Vice Chair), J. Caradonna (1:32), N. Chambers, C. Coleman, Z. de Vries, C. Graham (1:33) (EP), S. Gray, C. Green (EP), K. Guiry, S. Hammond (EP), K. Jordison (EP), S. Kim (EP), T. Morrison (EP), K. Pearson (EP), T. Phelps Bondaroff (1:34) (EP), J. Rogers, C. Stock, M. Wagner, M. Westhaver

Staff: T. Robbins, Chief Administrative Officer, A. Fraser, General Manager, Infrastructure and Water Services; S. Irg, Senior Manager, Water Infrastructure; J. Marr, Senior Manager, Infrastructure Planning and Engineering; J. Kelly, Manager, Infrastructure and Water Services Capital Projects; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk, M. MacDonald, Legislative Services Coordinator (Recorder)

EP – Electronic Participation

Regrets: Commissioners: Duncan, Wickheim

The meeting was called to order at 1:30 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

Chair Baird provided a Territorial Acknowledgement.

2. APPROVAL OF THE AGENDA

MOVED by Commissioner Coleman, **SECONDED** by Commissioner Stock,
That the agenda for the Regional Water Supply Commission meeting of April 16,
2025 be approved.
CARRIED

Commissioner Graham joined the meeting electronically at 1:33 pm.

3. ADOPTION OF MINUTES

- 3.1. [25-0448](#) Minutes of the Regional Water Supply Commission Meeting of March 19, 2025

MOVED by Commissioner Stock, **SECONDED** by Commissioner Harper,
That the minutes of the Regional Water Supply Commission meeting of March 19,
2025 be adopted as circulated.
CARRIED

Commissioner Phelps Bondaroff joined the meeting electronically at 1:34 pm.

4. CHAIR'S REMARKS

The Regional Water Service (RWS) is responsible for supplying water to over 400,000 residents of this Region. This is a critical and complex service that is integral to the liveability of our communities. In recent years we have seen the impacts of more and more service disruptions in other water utilities across the country each year due to water shortages and infrastructure failures. Even here we have had a couple of significant transmission main failures and a wildfire only 5kms from the watershed, though we have been fortunate to avoid an impact to service.

Complex utilities that provide essential services must have evidence-based long-term planning. The RWS is successful because it employs a strong evidence-based approach to guide its long-term planning horizon. In the last 8yrs, alot of work has been done to identify our system risks including the Dam Safety Requirements, development of an Infrastructure Master plan that address our resiliency, redundancy gaps and growth needs. In addition, direction from our regulator influence our non-discretionary planning horizon - there is a lot of preliminary work required.

We also recognize the importance of commitments outlined in the 2025 Strategic Plan and the priorities and actions required to achieve those commitments. As the commission, we have a responsibility to ensure the service meets its commitments and maintains our service level to the public. This includes keeping pace with replacements of our aging infrastructure and moving forward with the objectives set out in the long-term plans.

In May, staff will present the budget guidelines to the Board for approval, however there has already been a commitment to the Board that this will include a staffing freeze for 2026.

The implications of the proposed full time equivalent staffing freeze on service delivery could limit our ability to achieve the goals we have set to prepare for growth and improve the reliability and resiliency of our water supply. In addition, waiting will only make these infrastructure investments more expensive. I would like the commission to consider this proposed freeze and if we should further consider the possible impacts it may have on project timelines for the Strategic Plan and Master Plan.

On April 30th I will present to the Committee of the Whole on the Regional Water Service.

If the Commission has concerns about the implications of a staffing freeze and feels that it is important to inform the Board during the April 30th review then I would recommend same day consideration, but if not received, the motion will be considered at the May meeting and there would be no implications on staff's ability to have it prepared for the July meeting.

5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

6. CONSENT AGENDA

**MOVED by Commissioner Coleman, SECONDED by Commissioner Wagner,
That consent agenda items 6.1. and 6.2. be approved.
CARRIED**

- 6.1. [25-0449](#) Summary of Recommendations from Other Water Commissions

This report was received for information.

- 6.2. [25-0450](#) Water Watch Report

This report was received for information.

7. COMMISSION BUSINESS

- 7.1. [25-0393](#) General Manager's Verbal Update

A. Fraser presented Item 6.1. and provided information related to the Strategic Plan, the Master Plan and a Water Advisory Committee workshop scheduled for May 1, 2025.

- 7.2. [25-0451](#) Goldstream Water Treatment Plant Ultraviolet and Controls Upgrade Project Update and Capital Plan Amendment

A. Fraser spoke to item 7.2.

Discussion ensued on the following:

- finishing this project on time and under budget is commendable
- importance of sharing the success of this project with the public
- professional pictures were taken and will be included in the Master Plan and other water service related marketing opportunities
- members of the public will be able to see the upgrades during watershed tours
- reallocating remaining resources to continue progress on related projects

**MOVED by Commissioner Chambers, SECONDED by Commissioner Stock,
That the Regional Water Supply Commission recommends to the Capital
Regional District Board:**

**That the 2025 Regional Water Supply Five Year Capital Plan be amended to
reallocate the \$750,000 of remaining budget from Capital Project
#18-07-Replacement of Ultraviolet System and Controls Upgrades to a new
Capital Project, #25-24-Water Treatment Plant Improvements Program.**

CARRIED

8. NOTICE(S) OF MOTION

Chair Baird proposed the following Notice of Motion with same day consideration:

"That staff be directed to report back on the 5 year staffing requirements for meeting the commitments outlined in the 2025 Strategic Plan and advise the implications of a 2026 staffing freeze on service delivery and project timelines."

**MOVED by Commissioner Westhaver, SECONDED by Commissioner Stock,
That same day consideration be applied to the Notice of Motion.
CARRIED**

Discussion ensued regarding the urgency of understanding the impact of the staffing freeze on service delivery.

**MOVED by Chair Baird, SECONDED by Commissioner Caradonna,
That staff be directed to report back on the 5 year staffing requirements for meeting the commitments outlined in the 2025 Strategic Plan and advise the implications of a 2026 staffing freeze on service delivery and project timelines.**

Discussion ensued regarding:

- importance providing clear direction to the Board at its April 30 strategic planning session
- the Commission's responsibility to plan ahead to ensure service levels are not impacted
- RWS is fully funded by user service fees
- it may not be possible to achieve the goals of the Master Plan on time if new staff positions are not hired
- importance of understanding all potential impacts of the staffing freeze
- long term planning has taken place, it would be short sighted to impede progress of important plans without considering long term implications

The question was called:

**That staff be directed to report back on the 5 year staffing requirements for meeting the commitments outlined in the 2025 Strategic Plan and advise the implications of a 2026 staffing freeze on service delivery and project timelines.
CARRIED**

9. NEW BUSINESS

There was no new business.

10. MOTION TO CLOSE THE MEETING

10.1. [25-0454](#) Motion to Close the Meeting

MOVED by Commissioner Chambers, **SECONDED** by Commissioner Harper,
That the meeting be closed for intergovernmental negotiations in accordance
with Section 90(2)(b) of the Community Charter.
CARRIED

The Regional Water Supply Commission moved to the Closed Session at 2:11 pm.

11. ADJOURNMENT

MOVED by Commissioner Guiry, **SECONDED** by Commissioner Stock,
That the Regional Water Supply Commission meeting of April 16, 2025 be
adjourned at 2:33 pm.
CARRIED

CHAIR

RECORDER