

Meeting Minutes

Regional Water Supply Commission

Wednesday, September 17, 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, N. Chambers, C. Coleman, Z. de Vries, S. Duncan (EP), C. Graham (EP), S. Gray (1:32 pm), C. Green, L. Szpak (on behalf of K. Guiry), S. Hammond (EP), K. Jordison (1:41 pm), S. Kim, D. Cavens (on behalf of T. Morrison), K. Pearson (EP), T. Phelps Bondaroff (EP), J. Rogers, C. Stock, M. Wagner, M. Westhaver, A. Wickheim

STAFF: A. Fraser, General Manager, Infrastructure and Water Services; A. Constabel, Senior Manager, Watershed Protection; S. Irg, Senior Manager, Water Infrastructure Operations; J. Marr, Senior Manager, Infrastructure Engineering; S. May, Senior Manager, Corporate Capital Project Delivery Services; J. Kelly, Manager, IWS Capital Projects; J. Zimmerman, Communications Coordinator; M. Lagoa, Manager, Legislative Services and Deputy Corporate Officer; M. MacDonald, Legislative Services Coordinator (Recorder)

EP - Electronic Participation

Guests: J. Grounds and S. Horseman, Carollo Canada; D. Huang, Community Connections Planning

Regrets: Commissioners: K. Guiry, T. Morrison

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 Wagner, **SECONDED** by Commissioner Wickheim,
That the agenda for the Regional Water Supply Commission meeting of
September 17, 2025 be approved.
CARRIED

3. ADOPTION OF MINUTES

- 3.1. [25-0904](#) Minutes of the Regional Water Supply Commission Meeting of July 16, 2025

MOVED by Commissioner Chambers, **SECONDED** by Commissioner Wagner,
That the minutes of the Regional Water Supply Commission meeting of July 16,
2025 be adopted as circulated.
CARRIED

4. CHAIR'S REMARKS

Chair Baird commended staff for their efforts ensuring that no wildfires took place in the watershed this year.

5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

6. CONSENT AGENDA

MOVED by Commissioner Stock, **SECONDED** by Commissioner Harper,
That consent agenda Items 6.1. and 6.2. be approved.
CARRIED

- 6.1. [25-0906](#) Summary of Recommendations from Other Water Commissions

This report was received for information.

- 6.2. [25-0907](#) Water Watch Report

This report was received for information.

7. COMMISSION BUSINESS

- 7.1. [25-0905](#) General Manager's Verbal Update - September

A. Fraser presented Item 7.1. for information, and provided a verbal update regarding a meeting with First Nations representatives in the watershed to improve collaboration and access to the land. It was also noted that the Kapoor Lumber Company land sale closed recently, and the 2026 budget will be discussed at the meeting on October 15, 2025.

Commissioner Jordison joined the meeting at 1:41 pm.

7.2. [25-0902](#) Recommendation to Award Design-Build Contract - Field Operations Centre

S. May presented Item 7.2. for information.

Discussion ensued regarding:

- intention to remove current structures
- design-build contract means more accurate estimates
- less contingencies are required given extensive planning
- office space required to replace various temporary office locations
- project planning began in 2017, completion is scheduled for 2027
- current work locations do not meet space requirements or safety standards

**MOVED by Commissioner Wagner, SECONDED by Commissioner Stock,
The Regional Water Supply Commission approves:**

1. That the Field Operations Centre design-build contract be awarded to Kinetic Design-Build for \$12,758,000 (excluding GST);
2. That staff be authorized to award additional work up to a contingency amount of \$400,000; and,
3. That the Capital Regional District Chief Administrative Officer be authorized to execute the CCDC14 design-build contract, subject to receipt of the City of Langford building permit.

CARRIED

7.3. [25-0903](#) Master Plan Implementation Framework

A. Fraser presented Item 7.3. for information.

Discussion ensued regarding:

- financial responsibility and affordability for residents
- clarity on optional principles six and seven, along with impacts of inclusion
- updates to the plan every five years will ensure accurate projections
- guiding principles can be updated at the five year checkpoint
- deliverables include governance framework and course correction if needed
- difficulty of achieving project goals and deadlines within the local market
- staff will investigate revenue generating opportunities on a case by case basis

**MOVED by Commissioner Chambers, SECONDED by Commissioner Rogers,
That the Regional Water Supply Commission directs staff to proceed with the
Master Plan Implementation Project using the 5 Guiding Principles as shown on
the draft Tabletop Document.**

CARRIED

7.4. [25-0790](#) Saanich Peninsula Water Commission Amalgamation Study Update

**MOVED by Commissioner Stock, SECONDED by Commissioner Wagner,
That Item 7.4. be postponed until the Regional Water Supply Commission
meeting of October 15, 2025.**

CARRIED

8. NOTICE(S) OF MOTION

There were no notice(s) of motion.

9. NEW BUSINESS

There was no new business.

10. MOTION TO CLOSE THE MEETING

10.1. [25-0937](#) Motion to Close the Meeting

MOVED by Commissioner Coleman, **SECONDED** by Commissioner Rogers,
That the meeting be closed for negotiations and related discussions respecting
the proposed provision of a municipal service in accordance with Section 90(1)(k)
of the Community Charter.

CARRIED

MOVED by Commissioner Coleman, **SECONDED** by Commissioner Wagner,
That such disclosures could reasonably be expected to harm the interests of the
Regional District.

CARRIED

The Regional Water Supply Commission moved to the closed session at 2:54 pm.

The Regional Water Supply Commission rose from the closed session at 3:05 pm
without report.

11. ADJOURNMENT

MOVED by Commissioner Green, **SECONDED** by Commissioner Wickheim,
That the Regional Water Supply Commission meeting of September 17, 2025 be
adjourned at 3:05 pm.

CARRIED

Chair

Recorder